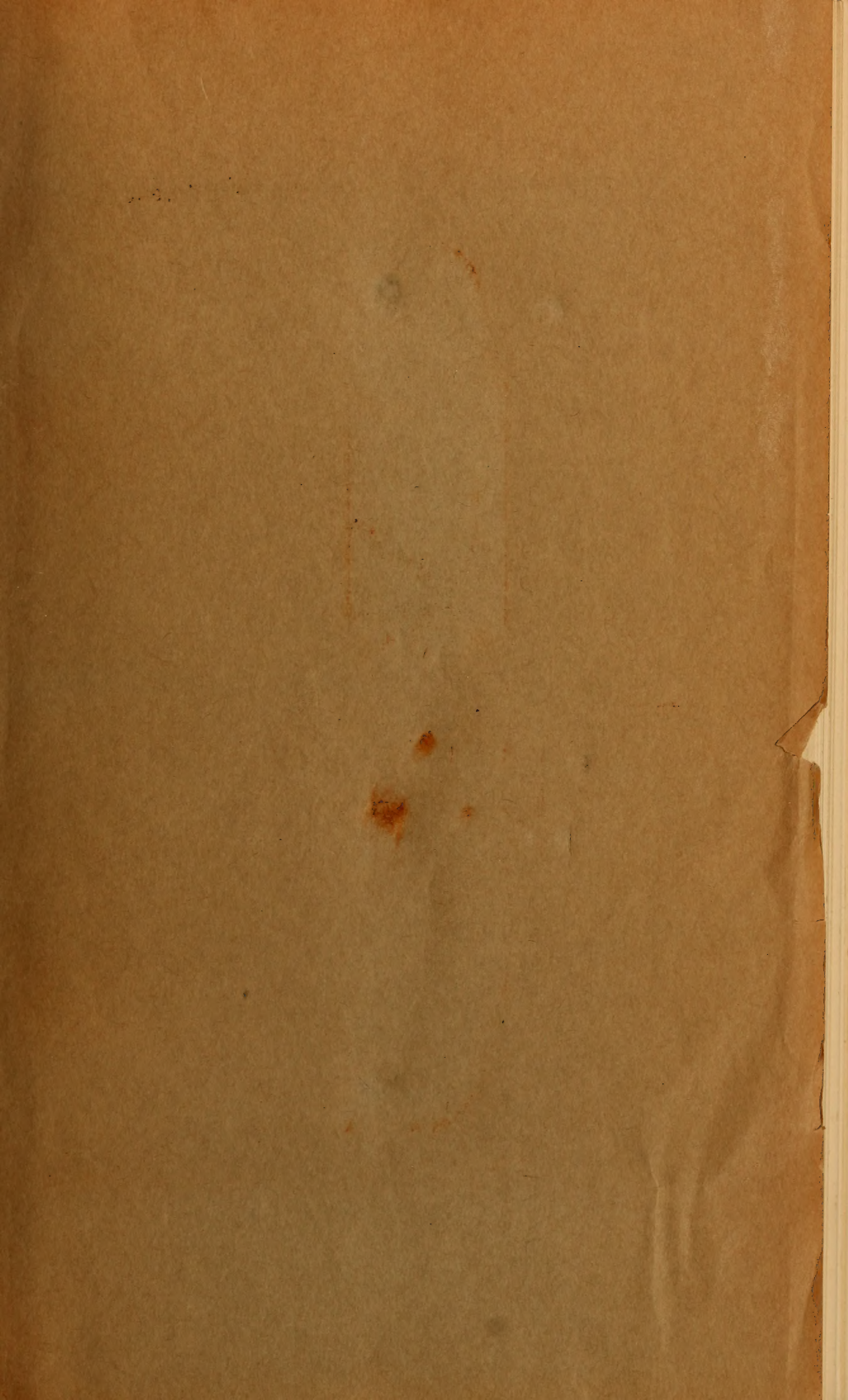


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NAVY DEPARTMENT
BUREAU OF NAVAL PERSONNEL

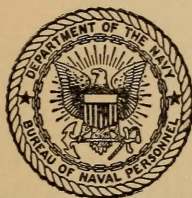
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BUREAU OF NAVAL PERSONNEL MANUAL

REVISED



1942



UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1942

Changes in Bureau of Naval Personnel Manual

[Enter number and dates of changes as indicated]

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II

MARINE CORPS

14329

DEC 5 1969

REFERENCE BRANCH

BUREAU OF NAVAL PERSONNEL MANUAL

NAVY DEPARTMENT,
BUREAU OF NAVAL PERSONNEL,
Washington, D. C., October 1, 1942.

The information and instructions contained in this manual are issued for the guidance of the personnel of the Navy in matters under the cognizance of the Bureau of Naval Personnel. They have the same force and effect as orders issued by the Chief of Bureau, but in no way alter or amend any provision of the Navy Regulations or any Navy Department general order.

This edition supersedes Bureau of Navigation Manual, approved March 3, 1942.

RANDALL JACOBS,
The Chief of Naval Personnel.

Approved:

FRANK KNOX,
Secretary of the Navy.

Part A

Part A is in the process of complete revision. The revised chapters will be forwarded as soon as the revision has been completed and approved. Pending receipt of revised Part A, please remove this part from copy of manual now on hand, and insert same immediately following this page, for reference and use.

BUREAU OF NAVAL PERSONNEL.

Part B

THE LOG AND BLANK FORMS

Chapter 1. The log—Articles B-1001 to 1007, inclusive.

Chapter 2. Blank forms—Articles B-2001 to 2008, inclusive.

CHAPTER 1

THE LOG

B-1001. REGULATIONS CONCERNING THE LOG.—Attention is invited to the following articles in the United States Navy Regulations, 1920, which should be carefully followed by all persons having to do with the writing of the log or the preparation of same for transmittal to the Bureau:

Article 24.

824 (2).
830.
841 (1).
861 (2).
880 (1).
884.
908 (1).
997 (4).
1019 (4).
1022.
1030.
1031 (6c).

Article 1078.

1079.
1214 (2).
1277 (6).
1304.
1317 (1) (2) (3) (5).
1333 (1) (2) (4).
1361 (1).
1364 (1).
1367 (11).
1393 (8).
1692 (6).

B-1002. SHIPS REQUIRED TO KEEP LOGS.

(1) Logs shall be kept and submitted by vessels as listed below. (For definition of status see art. 635, U. S. Navy Regulations, 1920.)

- (a) In full commission.
- (b) In reduced commission.
- (c) In commission in reserve.
- (d) Vessels for training Naval Reserves, out of commission in service (when actively employed).

Vessels in any of the foregoing status shall keep full logs as required by regulations and this manual. Vessels attached to fleet shall forward same direct to the Bureau of Naval Personnel. Vessels attached to naval districts shall forward them to the commandant of the district for further forwarding to the Bureau of Naval Personnel.

(2) Vessels in commission in ordinary, and vessels for training Naval Reserves, out of commission in service (not actively employed), to which any personnel is attached shall keep logs on the regular form, but they need not be kept by watches, and the tables covering weather conditions need not be filled in. The intention is that the log as submitted shall contain necessary data as to personnel, injuries to personnel, damage to vessels, etc., which it is desirable to record even though the vessel be not in cruising status.

(3) Station craft to which the personnel is permanently attached and carried in that manner on the Bureau's records shall submit a log to the commandant of the station for further forwarding to the Bureau of Naval Personnel. Station craft whose personnel is carried as attached to the station and not to the vessel shall keep such log as the commandant of the station shall direct.

B-1003. FORMS TO BE USED.—Forms to be used in preparing logs are as follows:

(1) Naval vessels:

B. N. P. 130 Deck Log Book.

B. N. P. 625, report of enlisted personnel—quarterly with the last log of the quarter.

(2) Patrol boats and other vessels specially authorized by Bureau.

B. N. P. 132.

B-1004. INSTRUCTIONS FOR PREPARING THE LOG.

(1) Detailed instructions for writing the log and standard abbreviations to be used are given in B. N. P. 130 (deck log book).

(2) Sheets comprising the navigational data and the remarks should be neatly and legibly written with pen and ink.

(3) In writing the log it is intended and desired that the remarks and navigational data for each day shall face each other, so that the completed record for the day is visible without the turning of the leaf. To accomplish this, the navigational data for 1 day must be written on the reverse of the sheet bearing the remarks of the previous day.

(4) Papers, lists, etc., may be pasted in the log, or copied on the remarks sheet itself. When inserting copy of the Hull report in the log, the copy should be made on additional sheets, signed by members of the board and inserted in the log.

(5) The log shall be written by watches, and the remarks for the watch shall be signed by the watch officer. The following designation of watches shall be used, starting from midnight:

0 to 4.

4 to 8.

8 to 12.

12 to 16.

16 to 18. }

18 to 20. }

20 to 24.

Or 16 to 20 if one officer stands both watches.

(6) The pages of the log shall be numbered consecutively, beginning a new series of numbers on January 1 of each year, but in the case of a vessel newly commissioned the numbering shall necessarily commence with the date of commissioning. Blank pages should be numbered as well as other pages. The intention is that the page numbering shall run consecutively and uninterrupted throughout the volume.

(7) The log for each month shall be complete in itself and shall not lap over into another month, i. e., navigational data for the first day of one month shall not be written on the reverse side of the sheet bearing the remarks for the last day of the preceding month.

B-1005. SUBMISSION OF LOG TO BUREAU.—On the first day of each month the rough log shall be forwarded to the Bureau of Naval Personnel by registered mail, mailing them flat, between binder boards, and in envelopes provided by the Bureau for that purpose.

B-1006. CHANGES IN LOG.

If at any time it becomes necessary to request the Bureau to make a change in a log which has been submitted to the Bureau, the original typed change properly prepared should be forwarded to the Bureau with the request. The correction will then be pasted over the portion which was erroneously written in the rough deck log.

B-1107. QUARTERMASTER'S NOTEBOOK.

The quartermaster's notebook shall be retained and preserved in neat order as a permanent record on board for a period of two years, except in obedience to a demand from a naval court or board, or from the Navy Department, or on decommissioning. At the end of the 2-year period, or on decommissioning, the quartermaster's notebook shall be forwarded to the Bureau of Naval Personnel for disposition.

CHAPTER 2

BLANK FORMS

B-2001. LIST OF BLANK FORMS AND PUBLICATIONS.—The blank forms and publications issued by the Bureau of Naval Personnel are listed for convenience of reference in the succeeding articles.

B-2002. SUBMISSION OF REQUESTS.—Forms listed as issued by the Bureau of Naval Personnel should be requested on B. N. P. 116, which form should not be submitted oftener than once a month. Publications issued by the Bureau of Naval Personnel not listed on B. N. P. 116 should be requested by letter.

B-2003. BUREAU OF NAVAL PERSONNEL FORMS AND PUBLICATIONS—COMMISSIONED PERSONNEL.

N. Nav. No.	B. N. P. No.	Name of form
96	300	Appointment, acceptance and oath of office.
96a	300a	Appointment, acceptance and oath of office (disbursing office copy).
259	301	Memorandum, full name slip.
317	302	Next of kin slip.
521	303	Beneficiary slip.
222	304	Usual residence of officers, report of.
443	310	Report on fitness of (officers).
443a	311	Report on fitness—shore duty (officers).
443b	312	Report on fitness of (ensigns).
314	313	Memorandum of examination, statutory.
314a	314	Memorandum of examination, supervisory.
314b	315	Memorandum of examination, physical.
234	320	Request for leave of absence (officers).
296	321	Report of leave of absence.
295	322	Report of address (officers).
17	323	Orders, report of compliance with (B slip).
294	324	Report on sick leave.
97	330	Monthly report of cost of repeated travel.
278	340	Officers data card, regular (now used in place of form 477).
278a	341	Officers data card, Reserve.
---	342	Officers data card, W-V (S).
247	350	Allowance of officers, report of.
246	351	Complement of officers, report of.
64	352	Officers, change of.
37	353	Roster of officers on board.
12	354	Monthly roster of officers, submarine division.
509	355	Officers at air stations—monthly roster of.
516	360	Victory medal, receipt of.
466	361	Letter of transmittal and receipt for campaign medal.
181	370	Appointment of acting chaplain, U. S. Navy, application for.
262	376	Report of enrollment, N. R. O. T. C.
263	377	Students record, N. R. O. T. C.
264	378	Cruise training certificate, N. R. O. T. C.
265	379	Naval training certificate (incomplete work) N. R. O. T. C.
266	380	Naval training certificate (completion of work) N. R. O. T. C.
267	381	Annual return of books issued by Bureau of Naval Personnel, N. R. O. T. C.

B-2003. BUREAU OF NAVAL PERSONNEL FORMS AND PUBLICATIONS—COMMISSIONED PERSONNEL—Continued.

N. Nav. No.	B. N. P. No.	Name of form
268	382	Contract certificate, N. R. O. T. C.
269	383	Naval Reserve Training Corps, student training record, N. R. O. T. C.
270	384	R. O. T. C. commutation of subsistence certificate.
270a	384a	Memorandum of subsistence roll, N. R. O. T. C.
271	385	Application of enrollment, basic course, N. R. O. T. C.
272	386	Application and contract, advanced course, N. R. O. T. C.
273	387	Department of Naval Training and Tactics, record of, N. R. O. T. C.
274	388	Merit, multiple sheet, Georgia Tech., N. R. O. T. C.
365	389	Naval science and tactics course certificate (students not enrolled), N. R. O. T. C.

B-2004. ENLISTED PERSONNEL.

545	545	Identification card, persons authorized to make inspection on ships.
546	546	Identification card (photo).
1	601	Service record, regular Navy.
-----	602	Continuous service certificate.
351	603	Shipping articles, U. S. Navy and Naval Reserve.
323	604	Agreement to extend enlistment.
5	605	Muster roll signature and forwarding sheet.
5a	605a	Muster roll of crew.
-----	605a-1	Muster roll of crew (IBM adaptation).
5b	605b	Muster roll, report of changes.
-----	605b-1	Muster roll, report of changes (IBM adaptation).
5c	605c	Muster roll, list of nonenlisted passengers, U. S. ships.
5d	605d	Muster roll, recapitulation sheet.
5e	605e	Recapitulation sheet, Naval Reserve (yearly) by districts.
10	610	Station billet.
20	611	Absentees, list of
30	612	Allowance card.
47	613	Anchor watch.
127	614	Commuted rations, record of.
29	615	Enlistments, expiration of, card.
22	616	Morning report of prisoners.
31	617	Muster card.
128	618	Quarterly marks card.
-----	619	Muster card (IBM punch).
-----	620	Muster roll change card (IBM punch).
79	622	Proceedings of local examining boards (exam. for warrant).
85	623	Quarterly report of musicians.
524	624	Report of examination for advancement in rating.
25	625	Report of enlisted personnel.
61	626	Report of men available, on board receiving ship.
170	629	Divers, quarterly report of.
395a	630	Application for transfer. (Fleet Reserve.)
395	631	Authorization for transfer. (Fleet Reserve.)
-----	632	Fleet Reserve certificate.
95	633	Assignment of Fleet Reserve class F2.
538	638	Annual distribution enlisted personnel by activities (letter form).
331	639	Complement sheet.
67-67a	640	Straggler or deserter, reward for.
66	641	Deserter, report return of.
92	642	Declaration and reward, withdrawal of.

B-2004. ENLISTED PERSONNEL—Continued.

N. Nav. No.	B. N. P. No.	Name of form
23	643	Prisoners and detentioners, weekly report of.
13	651	Naval Home, application for admission to.
110	652	Medical officers certificate admission to U. S. Naval Home
297	653	Permit for admission into Naval Home.
117	654	Pension, declaration for Navy invalid.
120	655	Pension, application for service.
126	656	Certificate of officer in connection with application for pension.
176	657	Application and declaration for renewal of pensions.
203	658	Authorization for transfer to the retired list, U. S. Navy.
6	660	Honorable discharge (books).
213, 62, 62a 62b, 62c	661	Ordinary discharge (combined).
214, 63, 63a, 63b		
121	662	Unfavorable discharge (combined)
118	663	Discharge, application for certificate in lieu of lost.
53	663a	Certificate in lieu of lost discharge, Regular Navy.
564	663b	Certificate in lieu of lost discharge, Naval Reserve.
565	664	Certificate—soldiers, sailors, civil relief (in service).
566	665	Certificate—soldiers, sailors, civil relief (separated).
—	666	Certificate—soldiers, sailors, civil relief (separated since Aug. 27, 1940).
—	668	Application for family allowances.
133	669	Dependency affidavit, family allowances.
134	670	Record of training courses issued to division officer.
84	671	Enrollment progress and examination record, training courses.
355	672	Training course certificate.
366	673	Report of results obtained at service schools.
116	674	Service school certificate.
—	675	Enlisted applicants for Naval Academy, report of.
2	676	Request for training courses.
379	680	Fingerprint record.
511	681	Fingerprint identification record (one finger).
226	682	Identification card for recruits.
54	683	Post card notification of discharge to recruiting stations.
26	684	Report of rejection.
91	690	Transportation request.
463	691	Transportation report, Navy.
570	692	Navy meal ticket.
	693	Notice of change of address (post card).

B-2005. MISCELLANEOUS.

-----	100	Articles for the Government of the Navy (posters).
-----	100a	Articles for the Government of the Navy (pamphlets).
228	108	Baptism record card.
229	109	Marriage record card.
530	110	Exhibition and transfer of motion picture programs.
532	111	Quarterly statement of assessment for motion pictures.
16	116	Requisition for blank forms and pamphlets.
539	120	Quarterly statement of allotment (training, education, welfare, Navy).
330	130	Deck log book.
332	131	Covers for deck log books.
410	132	Log book for district craft.
522	133	Log receipt forms.
28	140	Book pockets.
38	141	Book cards.

B-2005. MISCELLANEOUS—Continued.

N. Nav. No.	B. N. P. No.	Name of form
225	142	Library record, cards.
558	158	Punch card—Selection Office, U. S. Naval Training Station.
560	160	Answer sheets for arithmetic, English, and spelling.
561	161	Answer sheets, general classification.
194	170	Certificates from parents of candidates for midshipmen giving consent to their service in the Navy.
197	171	Formal appointment as midshipmen, Senatorial.
199	172	Formal appointment as midshipmen, Representative.
198	173	Formal appointment as midshipmen, enlisted.
362	176	Circular of information re transportation, west coast.
363	177	Circular of information re transportation, east coast.
94	194	Record of submerged runs (submarine).

B-2006. NUMERICAL LIST OF FORMS.

1	601	Service record.
2	680	Fingerprint record.
5	605	Muster roll, forwarding and instruction sheet.
5a	605a	Muster roll of crew.
5a	605b	Muster roll, report of changes.
5c	605c	Muster roll, list of non-enlisted passengers, United States ships.
5d	605d	Muster roll, recapitulation sheet.
5e	605e	Recapitulation sheet, Naval Reserve (yearly), by districts.
6	660	Honorable discharge (books).
10	610	Station billet.
12	354	Monthly roster of officers, submarine division.
13	651	Naval Home, application for admission to.
16	116	Requisition for blank forms and pamphlets.
17	323	Orders, report of compliance with (B slip).
20	611	Absentees, list of.
22	616	Morning report of prisoners.
23	643	Prisoners and detentioners, weekly report of.
25	625	Report of Enlisted Personnel.
26	690	Transportation requests.
28	140	Book pockets.
29	615	Enlistments, expiration of, card.
30	612	Allowance card.
31	617	Muster card.
37	353	Roster of officers on board.
38	141	Book card.
47	613	Anchor watch.
53	663b	Certificate in lieu of lost discharge (Naval Reserve).
54	684	Report of rejection.
61	626	Report of men available on board receiving ship.
62,	661	Ordinary discharge (combined).
62a,		
62b,		
62c,		
63,	662	Unfavorable discharge (combined).
63a,		
63b,		
64,		
66	352	Officers change of.
66	641	Deserter, report return of.
67,	640	Straggler, reward for.
67a	640	Deserter, reward for.
79	622	Proceedings of local examining boards (examination for warrants).

B-2006. NUMERICAL LIST OF FORMS—Continued.

N. Nav. No.	B. N. P. No.	Name of form
84	672	Training course certificate.
85	623	Quarterly report of musicians.
91	691	Transportation report, Navy.
92	642	Declaration and reward, withdrawal of.
94	194	Record of submerged runs (submarine).
95	633	Assignment of Fleet Reserve class F2.
96	300	Appointment, acceptance, and oath of office.
96a	300a	Appointment, acceptance, and oath of office (disbursing office copy).
97	330	Monthly report of cost of repeated travel.
110	652	Medical officers certificate, admission to Naval Home.
116	675	Enlisted applicants for Naval Academy, report of.
117	654	Pension, declaration for naval invalid.
118	663a	Certificate in lieu of lost discharge, regular Navy.
120	655	Pension application for service.
121	663	Discharge, application for certificate in lieu of lost.
126	656	Certificate of officer in connection with application for pension.
127	614	Commuted rations, record of.
128	618	Quarterly marks, card.
133	670	Record of training courses issued to division officers.
134	671	Enrollment progress and examination record (Training Courses).
170	629	Divers, quarterly report of.
176	657	Application and declaration for renewal of pensions.
181	370	Appointment of acting chaplain U. S. Navy, application for.
194	170	Certificates from parents of candidates for midshipmen giving consent to their service in the Navy.
197	171	Formal appointment as midshipmen, Senatorial.
198	173	Formal appointment as midshipmen, enlisted.
199	172	Formal appointment as midshipmen, Representative.
203	658	Authorization for transfer to the retired list, U. S. Navy.
213	661	Discharge from Naval Reserve (combined).
214	662	Discharge from Naval Reserve by Sentence of Court Martial.
222	304	Usual residence of officers, report of.
225	142	Library record, cards.
226	683	Post card notification of discharge, to recruiting stations.
228	108	Baptism record, card.
229	109	Marriage record, card.
	602	Continuous service certificate.
	100	Articles for government of the Navy (poster).
	100a	Articles for government of the Navy (pamphlet).
234	320	Request for leave of absence (officers).
246	351	Complement of officers, report of.
247	350	Allowance of officers, report of.
259	301	Memorandum, full name slip.
262	376	Report of enrollment, N. R. O. T. C.
263	377	Students record, N. R. O. T. C.
264	378	Cruise training certificate, N. R. O. T. C.
265	379	Naval Training certificate (incomplete work) N. R. O. T. C.
266	380	Naval Training Certificate (completion of work) N. R. O. T. C.
267	381	Annual return of books issued by Bureau of Naval Personnel, N. R. O. T. C.
268	382	Contract certificate, N. R. O. T. C.
269	383	Naval Reserve Training Corps, student training record, N. R. O. T. C.
270	384	R. O. T. C. commutation of subsistence certificate.
270a	384a	Memorandum of subsistence roll, N. R. O. T. C.
271	385	Application of enrollment, basic course, N. R. O. T. C.
272	386	Application and contract, advanced course, N. R. O. T. C.

B-2006. NUMERICAL LIST OF FORMS—Continued.

N. Nav. No.	B. N. P. No.	Name of form
273	387	Department of Naval Training and Tactics, record of N. R. O. T. C.
274	388	Merit, multiple sheet, Georgia Tech. N. R. O. T. C.
278	340	Officers data card, regular.
278a	341	Officers data card, reserve.
294	324	Report on sick leave (officers).
295	322	Report of address (officers).
296	321	Report of leave of absence (officers).
297	653	Permit for admission into Naval Home.
314	313	Memorandum of examination statutory.
314a	314	Memorandum of examination supervisory.
314b	315	Memorandum of examination physical.
317	302	Next of kin slip.
323	604	Agreement to extend enlistment.
330	130	Deck log book.
331	639	Complement sheet.
332	131	Cover for deck log book.
351	603	Shipping articles, U. S. Navy and Naval Reserve.
355	673	Report of results obtained at Service Schools.
362	176	Circular of information re transportation, West Coast.
363	177	Circular of information re transportation, East Coast.
365	389	Naval science and tactics course certificate (students not enrolled), N. R. O. T. C.
366	674	Service School Certificate.
379	681	Fingerprint—identification record (one finger).
395	631	Authorization for transfer (fleet reserve).
395a	630	Application for transfer (fleet reserve).
410	132	Log Book for district craft.
443	310	Report on fitness of (officers).
443a	311	Report on fitness—shore duty (officers).
443b	312	Report on fitness of (Ensigns).
463	692	Navy meal ticket.
466	361	Letter of transmittal and receipt for campaign medal.
509	355	Officers at air stations—monthly roster of.
511	682	Identification card for recruits.
516	360	Victory medal—receipt of.
521	303	Beneficiary slip.
522	133	Log receipt forms.
524	624	Report of examination for advancement in rating.
530	110	Exhibition and transfer of motion picture programs.
532	111	Quarterly statement of assessment for motion pictures.
538	638	Annual distribution enlisted personnel by activities (letter form).
539	120	Quarterly statement of allotment (training education Welfare Navy).
545	545	Identification card, persons authorized to make inspection on ships.
546	546	Identification card, enlisted personnel (Photo).
558	158	Punch card selection office, U. S. Naval Training Station.
560	160	Answer sheet, for arithmetic, English, and spelling.
561	161	Answer sheet, general classification.
564	664	Certificate—soldiers, sailors, civil relief (in service).
565	665	Certificate—soldiers, sailors, civil relief (separated).
566	666	Certificate—soldiers, sailors, civil relief (separated since Aug. 27, 1940).
—	676	Request for training courses.
570	693	Notice of change of address (post card).

B-2007. ALLOWANCE OF PUBLICATIONS.

(1) The following table shows the number of publications named which are allowed for office copies for the various classes of ships:

Class of ship	Navy Regulations, files of general orders										Uniform Regulations			
	Total	Commanding officer	Executive officer	Gun- nery offi- cer	Engi- neer offi- cer	First lieu- ten- ant	Navi- gator	Medi- cal offi- cer	Sup- ply offi- cer	Dis- burs- ing offi- cer	Total	Commanding officer	Execu- tive offi- cer	Sup- ply offi- cer
BB-----	9	1	1	1	1	1	1	1	1	1	3	1	1	1
OB-----	8	1	1	1	1	1	1	1	1	0	3	1	1	1
BM-----	4	1	1	0	1	1	0	0	1	0	3	1	1	1
OBM-----	4	1	1	0	1	0	0	0	1	0	3	1	1	1
CC-----	8	1	1	1	1	1	1	1	1	0	3	1	1	1
OCC-----	8	1	1	1	1	1	1	1	1	0	3	1	1	1
CA-----	8	1	1	1	1	1	1	1	1	0	3	1	1	1
OCA-----	8	1	1	1	1	1	1	1	1	0	3	1	1	1
CL-----	8	1	1	1	1	1	1	1	1	0	3	1	1	1
OCL-----	8	1	1	1	1	1	1	1	1	0	3	1	1	1
CV-----	6	1	1	0	1	0	0	1	1	1	3	1	1	1
OCV-----	5	1	1	0	1	0	0	1	1	0	3	1	1	1
CM-----	6	1	1	0	1	0	0	1	1	1	3	1	1	1
OCM-----	5	1	1	0	1	0	0	1	1	0	3	1	1	1
PG-----	4	1	1	0	1	0	0	0	1	0	2	1	1	0
AD-----	6	1	1	0	1	0	0	1	1	1	3	1	1	1
AS-----	6	1	1	0	1	0	0	1	1	1	3	1	1	1
AZ-----	6	1	1	0	1	0	0	1	1	1	3	1	1	1
AV-----	6	1	1	0	1	0	0	1	1	1	3	1	1	1
AR-----	7	1	1	0	1 ²	0	0	1	1	1	3	1	1	1
AF-----	4	1	1	0	1	0	0	0	1	0	3	1	1	1
AC-----	4	1	1	0	1	0	0	0	1	0	3	1	1	1
AO-----	4	1	1	0	1	0	0	0	1	0	3	1	1	1
AE-----	4	1	1	0	1	0	0	0	1	0	3	1	1	1
AK-----	4	1	1	0	1	0	0	0	1	0	3	1	1	1
AP-----	5	1	1	0	1	0	0	1	1	0	3	1	1	1
AH-----	5	1	1	0	1	0	0	1	1	0	3	1	1	1
AG-----	3	1	0	0	1	0	0	0	1	0	2	1	1	0

¹ 1 copy for the repair officer.

(2) The following classes of ships are allowed one office copy of each of the above-named publications: DD, ODD, DL, DM, SS, OSS, SF, OSF, SC, SM, PE, PC, PY, AT, and AM.

B-2008. DISTRIBUTION OF BUREAU OF NAVAL PERSONNEL MANUAL.—

This issue of the Bureau of Naval Personnel Manual is based upon an office distribution, and copies will not be furnished individual officers. Binders from the former issue in the possession of individual officers will be used for this edition and the previous edition of the manual will be destroyed. Distribution afloat shall be in accordance with the following table:

Bureau of Naval Personnel Manual

Class and ship	Total	Com- mand- ing of- ficer	Exec- utive officer	Gun- nery officer	Engi- neer officer	First lieu- tenant	Navi- gator	Med- ical officer	Sup- ply officer	Dis- burs- ing of- ficer	Watch officers	Offi- cers' messes
BB.....	23	1	1	1	1	1	1	1	1	1	11	3
CA and OCA.....	22	1	1	1	1	1	1	1	1	0	11	3
CL and OCL.....	15	1	1	1	1	0	1	1	1	0	5	3
CV and OCV.....	23	1	1	1	1	1	1	1	1	1	11	3
DD, ODD, DM.....	5	1	1	1	1	0	0	0	0	0	0	1
SS, OSS, SF, OSF.....	3	1	1	0	0	0	0	0	0	0	0	1
CM and OCM.....	16	1	1	1	1	0	1	1	1	1	5	3
PG, PY, PE.....	4	1	1	0	1	0	0	0	0	0	0	1
AD and AS.....	16	1	1	1	1	0	1	1	1	1	5	3
AZ and AV.....	15	1	1	0	1	0	1	1	1	1	5	3
AR.....	15	1	1	0	1	¹ 1	1	1	1	1	5	3
AF, AC, AO, AE, AK.....	8	1	1	0	1	0	0	0	1	0	3	1
AP.....	13	1	1	1	1	0	1	1	1	0	4	2
AH.....	11	1	1	0	1	0	1	2	1	0	3	1
AG.....	9	1	1	0	1	0	0	1	1	0	3	1
AT, AM.....	3	1	1	0	0	0	0	0	0	0	0	1
Major flag com- manders.....	6											
Each comdesron, comsubdiv., com- desdiv.....	3											
Reserve training ships.....	5											
Each comairron.....	2											

¹ Repair officer.

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CHAPTER 1

REPORTS

C-1001. BENEFICIARY SLIPS—FORM B. N. P. 303.

(1) All officers and men should take care to see that their beneficiary slip on file in the Bureau contains correct and up-to-date information. With this end in view, new slips should be filled out and forwarded whenever any change in identity or address of the designated beneficiaries occurs.

(2) The number of dependent mothers surviving sons who failed to properly designate their dependents makes it evident that beneficiary slips are not being completely filled out. It is directed that all officers and men be informed of this fact and that their attention be called to the need of placing full information in the beneficiary slip, B. N. P. 303 or pages 7-8 of service record.

(3) In connection with the form for designating beneficiaries of officers, which is attached to the reports of fitness, attention is invited to the fact that when an officer reports a change in his beneficiaries under the 6 months' gratuity provision, he should fill out the form completely, showing just who his beneficiaries are at the time he makes out the reports covering the change. It frequently happens that an officer will name his wife as his beneficiary and on a subsequent report he will name only a child or some other dependent, omitting the name of his wife who was previously designated. Obviously, in such a case it is impossible to determine just who the beneficiaries are; that is, whether the wife is deceased and the child or other dependent is the only beneficiary, or whether the wife is still alive and the child or other dependent is simply an additional beneficiary. The same confusion exists in regard to the naming of collateral relatives if the form is not filled out completely when a change occurs. This confusion will be obviated if, when a change is reported, the names of all individuals who are considered beneficiaries are included in the new report. Further, when a change is made the report must be signed both by the officer submitting it and by the officer before whom the report is sworn.

C-1002. B SLIP ON COMPLETION ORDERS—FORM B. N. P. 323.

Credit for sea duty begins on date of reporting on board or date of sailing from a United States port and continues to date of detachment, or, if detached from vessel outside the continental limits of the United States and ordered to the United States, continues to date of arrival in the United States. In this connection attention is invited to the fact that in submitting B-slip forms covering compliance with orders the date of departure from the United States and date of return thereto should be inserted, thus making it unnecessary for the Bureau to send out blank B-slip forms or letters to get this information.

C-1003. NEXT-OF-KIN SLIPS—FORM B. N. P. 302.

(1) This report is required as a matter of record in the bureau to supplement the beneficiary slips. All officers should see that the next-of-kin slips on file in the Bureau contain correct information. New slips should be filled out and forwarded whenever any change in identity or address of the next of kin occurs.

C-1004. TRANSFERS TO HOSPITALS—REPORT OF.

(1) When officers are transferred to hospitals for treatment Commanding Officers will report the transfer to the Bureau only in case there is urgent need to provide a relief. Report may be by despatch or letter, depending upon the degree of urgency, with copies to the Commander in Chief if so directed, and to other commanders as necessary and required.

(2) If an officer is detached from his previous duty and ordered to the hospital, a report of admission should be submitted to the Bureau.

C-1005. RETURN FROM SEA DUTY ABROAD—REPORT OF.

(1) Commanders of forces outside of the waters of the continental limits of the United States will inform the Bureau by despatch of all officers returning to the United States on detachment or with permission, stating the names, sailing and arrival dates, and ports of departure and arrival of the carrier on which passage is being taken.

(2) All officers not reported on as provided in the foregoing will themselves notify the Bureau by despatch as above.

(3) All officers will note that article 136, Navy Regulations, requires that they immediately inform the Bureau by despatch of their addresses upon arrival in the United States and will forward a brief or copy of their orders or permission.

C-1006. REPORTS ON THE FITNESS OF OFFICERS.

(1) Fitness reports form one of the most important documents of an officer's record.

(2) They give a record of the duty performed and the manner of its performance, the professional qualifications of the officer, matter commendatory or censorious received by him, notation of any disciplinary action, the general state of his health and endurance as affects his value to the naval service, any special qualifications possessed by the officer, a statement of his personal characteristics, and, in short, a complete mental picture of the officer.

(3) These reports are used, among other things, in the consideration of officers for assignment to duty involved, in determining the officer's fitness for promotion, in selecting assignments so as to give officers the proper variation in the type of duty performed, as evidence before general courts martial, in connection with disciplinary action of a lesser degree, and, of vital concern to every officer, in connection with the selection for promotion in the higher grades.

(4) It is, therefore, most important that reporting seniors realize the weight of this document and exercise corresponding care and thoroughness in completing it.

(5) The report should be a frank, accurate, and comprehensive portrayal of the characteristics and manner of performance of duty of the officer. Neither outstanding good nor bad points should be stressed to the exclusion of the other.

(6) The Navy Regulations require that reports containing entries of an unsatisfactory nature to the officer reported on be referred to the officer for statement. For the purpose of this report an entry of an unsatisfactory nature will be defined by the Chief of Naval Personnel.

The Bureau is liberal in its interpretation as to what constitutes an entry of an unfavorable or unsatisfactory nature, so that, in any case open to question, the officer will always be given the benefit of having seen the report. Such a practice is intended to afford the officer the opportunity of submitting a statement as a matter of record and to acquaint him with the opinion of him held by his seniors. He is thus given information that will help him in correcting deficiencies and, as applies particularly to younger officers, to prevent the formation of habits that might ruin or seriously detract from their value to the naval service.

(7) Special instructions regarding the submission of fitness reports in the cases of foreign officers are contained in article C-1007.

(8) In order to complete the record of an officer ordered to appear for examination preliminary to promotion, it is necessary that commanding officers forward immediately to the Bureau of Naval Personnel a report of fitness covering the period from the date of the last report of fitness to the date of the officer's departure from his ship or station. In case the officer is to appear before a statutory naval examining board at a place other than the one at the Navy Department, Washington, D. C., this report shall be made out in duplicate, the original being forwarded to the president of the naval examining board before which the officer is to appear and the certified duplicate to the Bureau of Naval Personnel direct.

C-1007. REPORTS CONCERNING FOREIGN OFFICERS.

(1) Reports shall be submitted for foreign officers as follows:

- (a) A special monthly form, B. N. P. 353, also form B. N. P. 352 (when required), will be submitted by all ships and stations on which foreign officers are serving. This is in addition to and separate from the usual report submitted on the United States naval officers. These reports will contain no other names and will be conspicuously marked to indicate that they are reports on foreign officers only.
- (b) Form B. N. P. 310, fitness report, will be confidentially submitted for all foreign officers. This report will also be conspicuously marked, using red ribbon if convenient.

CHAPTER 2

RECORD AND CORRESPONDENCE

C-2001. OFFICIAL RECORD.

(1) Officers' official records are composed of the following documents, which are filed in the offices noted:

- (a) Reports on fitness: For present grade, records section, Bureau of Naval Personnel.
- (b) Reports on fitness: For past grades, Office of Judge Advocate General.
- (c) Correspondence files: File room, Bureau of Naval Personnel.
- (d) Confidential files: File room, Bureau of Naval Personnel. (Kept in confidential document safe.)
- (e) Examinations: Office of Judge Advocate General.
- (f) Records of proceeding, court martial, inquiries, investigations, etc.: Office of Judge Advocate General.
- (g) Beneficiary slips: Records section, Bureau of Naval Personnel.
- (h) Dependents' slips: Transportation section, Bureau of Naval Personnel.
- (i) Abstract of fitness reports: Records section, Bureau of Naval Personnel. (For line officers only.)
- (j) Special selection board file: Records section, Bureau of Naval Personnel.

(2) The nature of the contents of the documents as noted is as follows:

(a) Reports of fitness—

- (1) Reports of fitness.
- (2) Letters commendatory or censorious signed by the Secretary of the Navy.
- (3) Answers to unsatisfactory remarks on current reports of fitness.
- (4) Letters commendatory or censorious from proper authority and letters from the same sources commenting on performance of duty accompanied by specific request that they be made a part of fitness reports. Such letters are attached to and made a part of the fitness reports covering the period.

(b) Correspondence file—

- (1) All correspondence of a general and nonconfidential nature, such as requests, copies of orders, reports of leave of absence, and compliance with orders, miscellaneous correspondence, etc.

(c) Confidential files—

- (1) Correspondence from any source of a confidential nature pertaining to the officer. These files are in the personal custody of the chief file clerk, and access to them is only on the authority of the Chief of Naval Personnel in each case. In the majority of cases there is no confidential

matter pertaining to the officer, and consequently no confidential file. Matter of an unfavorable nature is first referred to the officer concerned before filing.

(d) Abstract of fitness reports—

- (1) A résumé in card form of fitness reports for the officer's entire commissioned service. It is furnished the selection board as a ready reference. For line officers only.

(e) Special selection board file—

- (1) Letters from force commanders or other naval officials not the reporting senior of the officer concerned regarding special services which are not incorporated in reports of fitness.
- (2) Letters from officials (outside of the Navy) regarding performance of important duty not strictly naval in character.
- (3) Written communications from the officers concerned inviting the attention of the selection board to matters of record.

(3) Access to the records of officers is given only to the officer personally, his attorney on the order of a proper court, to the officers of the Navy Department for use in the transaction of official business, and to the representative of the officer upon presentation by such person of a written authorization from the officer concerned.

(4) With the exception of his confidential file, any officer can obtain access to his record upon application at the place it is filed in the Navy Department.

(5) The Chief of Naval Personnel or Acting Chief of Naval Personnel is the only person having authority to grant access to an officer's confidential file. In case an officer desires to give access to his confidential file to his representative, the written authorization must so state in each instance.

(6) The entire record of an officer being considered for selection is available to the selection board for its use in its deliberation.

(7) No anonymous communications are made a part of officers' records.

C-2002. IMPORTANCE OF SERVICE RECORD, JUNIOR OFFICERS.

(1) The entire service record of an officer is available for use whenever the requirements of the service demand or make it advisable. Also, any matter that is rightfully placed in the record can never be removed except by special authorization of Congress. The record is permanent. Each day of his service career the officer is building up material for his record which, when properly entered, is there to stay. It is noted when practically every change affecting him is under consideration, such as assignment to duty, special details, examination for promotion, in the event of a general court martial, disciplinary action by the Bureau, and—of particular importance—in the selection for promotion to the higher ranks. In other words, the officer in furnishing the material for his record is daily adding to the evidence that is the basis of his personal and professional reputation in the service.

(2) This matter is here brought to the particular attention of junior officers, and especially to those who have just been commissioned. Upon graduation from the Naval Academy, these officers are, in a day, removed from the routine of the academy that exacts a strict attention to duty from them and exercises a guiding influence in all their affairs. Under these conditions, and accentuated by the youth of the individuals, it sometimes happens that junior officers either do not put forth their best efforts or fail in the strict observance of the naval code without any intention of being lax in the discharge of their responsibilities or in their conduct and without a full realization of the consequences. A mass of unfavorable matter, even though the separate entries are not in themselves

of a grave nature, will, in the aggregate, naturally build up a prejudice against an officer which, in effect, might be as detrimental to him in the years to come as a conviction by a general court martial.

C-2003. CORRESPONDENCE REGARDING PERSONNEL.

(1) The Bureau of Naval Personnel is charged with the detail of all personnel, whether line or staff, and, further, with such matters as the establishment of complements and allowances.

(2) All correspondence on these subjects will be addressed to the Bureau of Naval Personnel only. When the comment or recommendation of another bureau is considered desirable or necessary the Bureau of Naval Personnel will obtain it.

C-2004. ADDRESSES WHILE ON LEAVE OF ABSENCE.

(1) In orders to officers issued by the bureau where leave or delay in reporting is involved or the duration of the travel status is extended, there is always this paragraph added: "You will keep the Bureau of Naval Personnel advised of your address." Many officers fail to comply with this order and fail to register any address with the Bureau. At times this has necessitated considerable delay in locating an officer and has not only seriously affected the Bureau's plans, but also has caused hardships to be worked on the officer himself due to such failure to notify the Bureau of his address.

(2) A franked post card accompanies the orders referred to above, which, when properly filled out and mailed, registers the officer's address or addresses during the period of leave or delay in reporting. However, if any change in his address occurs, which is not shown on the card, the officer should inform the Bureau at once.

C-2005. MAIL—PERSONAL, PROPER ADDRESS, FORWARDING, AND CARE OF.

(1) All persons in the naval service should furnish their correspondents with their full name, rank or rate, and the full and proper address of their station, in order to avoid the inconvenience and loss sometimes arising from improperly addressed mail.

(2) Commanding officers should instruct all mail clerks or persons acting as such to promptly forward all mail addressed to persons no longer serving in the command and to carefully carry out the post-office instructions concerning the reasons for nondelivery of mail.

(3) Commanding officers should require the proper care on the part of those concerned in the distribution of mail within the command, so as to avoid its being misplaced or lost.

C-2006. PHOTOGRAPHS OF OFFICERS.

(1) For purposes of historical record and identification a file of photographs of officers is maintained in the Bureau.

(2) The Bureau will receive, at the convenience of officers, photographs of such officers as have hitherto not submitted them.

(3) The Bureau will not be responsible for any expense in connection with the photographs of officers. Several of the photographers transacting a considerable volume of business with the personnel of the naval service extend an offer to officers to furnish this photograph to the officer without cost.

(4) Such photographs should, if practicable, be of a size approximately 4 inches in width and 6 inches in height and be unmounted. Upon the back of the photograph should be plainly written or printed the full name, rank, and corps of the officer, and, as nearly as possible, the date when the photograph was taken. Group pictures, for obvious reasons, would not fulfill the purpose and should not be sent. It is desirable that the photograph be of the subject in uniform and other than working dress.

(5) The photograph should be forwarded to the Chief of Naval Personnel, Navy Department, carefully secured against breakage, in separate envelope, marked in upper left-hand corner "Photograph."

(6) Officers should supply additional photographs from time to time in order that the files may be kept up-to-date.

CHAPTER 3

DUTY

C-3001. ROTATION OF DUTY—SEA AND SHORE.

(1) Sea service is counted as commencing and ending as follows:

- (a) For vessels within the continental limits of the United States: Commences on date of reporting on board and continues to date of detachment, both dates inclusive.
- (b) For vessels outside the continental limits of the United States: Commences on date of sailing from a port of the continental United States and continues to date of return to such a port after detachment, both dates inclusive. If detached from a vessel outside the continental limits of the United States and ordered to shore duty outside of the United States, the sea duty terminates on the date of detachment from such ship.

(2) For all officers only service on board seagoing ships of the fleets and special services is considered sea service. A tour of sea service is called a "cruise."

(3) Except as modified below, all duty on shore is counted as shore duty.

(4) Service on board certain vessels, such as a receiving ship at a destroyer base, while legally sea duty, is considered as shore duty for purposes of rotation of duty. The names of such vessels are contained in circular letters that are issued from time to time by the Bureau as changes occur. Service on board such vessels is counted as sea duty for purpose of record.

(5) Duty with destroyers in reserve, although attached to a tender, is considered shore duty insofar as rotation of sea and shore duty is concerned. It counts as sea service for purpose of record if the tender to which the officer is attached is a vessel in commission.

(6) Service on board all district vessels is considered shore duty, except in the cases of certain vessels, designated by name in circular letters issued from time to time by the Bureau, service on which is considered sea duty. This designation is based on the amount of cruising done by the various district craft. Service on board such of these vessels as are in regular commission is counted as sea service for purposes of record.

(7) An officer on tour of shore duty is credited with sea service, for purpose of record, for each period of 1 month or more duration of temporary duty performed on a vessel in commission during such tour of shore duty.

(8) The normal cruise for line officers of the rank of commander and above is 2 years; for line officers below the rank of commander, chief warrant officers, and warrant officers, except as noted, 3 years.

(9) The normal tour of shore duty for line officers of the ranks of rear admiral and captain is 3 years; for commander, $2\frac{1}{2}$ to 3 years; for line officers below the rank of commander for chief warrant and warrant officers, except as noted, 2 years.

(10) The normal cruise for chief pharmacists and pharmacists is 2 years; the normal tour of shore duty, 3 years.

(11) Line officers must normally serve 7 years at sea after first commissioning before becoming eligible for shore duty.

(12) Warrant officers must serve at sea for 5 years after appointment before becoming eligible for shore duty.

(13) For all officers, for purposes of rotation of duty, service on shore on the Asiatic station (except attaché and language student duty in China and Japan), in Guam and Samoa, is considered a cruise. The normal tour of duty in Guam is 2 years; Samoa, 18 months.

(14) For all officers, all other service on shore outside the continental limits of the United States is considered shore duty. While duty with a naval mission is considered shore duty, any sea service that may be performed by an officer incident to his assignment to a naval mission is credited to his total sea service.

(15) The assignment to sea and shore duty of officers restricted to the performance of engineering duties only is covered by the Navy Regulations, article 163.

(16) Owing to the relative shortage of sea billets for officers of the staff corps, a regular alternation between sea and shore cannot be effected. For such officers the following as to length of tour and rotation of duty will apply:

- (a) *Medical Corps*.—The normal tour of duty in any one locality within the United States is 3 years; at sea or on shore beyond the continental limits of the United States other than the Asiatic station and Samoa, 2 years. On the Asiatic station, for commanders and above, 2 years; for lieutenant commanders and below, $2\frac{1}{2}$ years; for officers ordered to shore duty in the Sixteenth Naval District by the Bureau of Naval Personnel, 2 years. Officers with the rank of captain and above may serve at a station on shore within the United States not exceeding 4 years. As a necessity caused by an excess of shore over sea billets, duty on shore outside the United States will generally be substituted for medical officers in place of every alternate cruise. The normal sequence will be shore—sea—shore—foreign shore. For any individual this sequence may be modified in the effort to give all officers of the same rank the same totals of each character of duty. In no case of an officer below the rank of captain will duty on foreign shore be repeated without the intervention of a tour of sea duty.
- (b) *Dental Corps*.—Same as for Medical Corps with the following exception: The normal cruise for officers of the rank of lieutenant and below is 3 years.
- (c) *Supply Corps*.—Same as for Medical Corps with the following exception: The normal cruise for officers of the rank of lieutenant and below is 3 years.
- (d) *Chaplain Corps*.—The normal cruise for officers of the Chaplain Corps with the rank of commander and above is 2 years; for officers of the rank of lieutenant commander and below, 3 years. For all officers on shore duty outside the continental limits of the United States (less Samoa) the normal tour of duty is 2 years. On the Asiatic station, for commanders and above, 2 years; for lieutenant commanders and below, $2\frac{1}{2}$ years. The normal tour of duty in any one locality within the United States for officers of the rank of commander and above is 3 years; for officers of the rank of lieutenant commander and below, 2 years. Officers of the rank of captain may serve at a station on shore, within the United States, not exceeding 4 years.

(17) Leave of absence taken on the completion of a cruise is counted as shore duty in computing the amount of shore duty for purposes of rotation of duty and similarly before commencing a cruise.

C-3002. SUBMARINE AND DIVING DUTY—EXTRA COMPENSATION.

(1) All officers of the Navy on duty on board a submarine of the Navy, including submarines under construction for the Navy from the time builders' trials commence, shall, while so serving, receive 50 percentum additional of the pay for their rank and service as now or hereafter provided by law; all officers of the Navy on duty at submarine escape training tanks, the Navy Deep Sea Diving School, or the Naval Experimental Diving Unit shall, while so serving, receive 25 percentum additional of the pay for their rank and service as now or hereafter provided by law. (Act of August 4, 1942.)

(2) Officers who are performing submarine service and diving duty in accordance with orders issued by or approved by the Bureau are allowed continuous extra compensation. The following officers are given such orders and are entitled to extra compensation:

- (a) Officers regularly attached to submarines, including submarines under construction from the time builders' trials commence.
- (b) Commanders of individual submarine divisions and ordered to a submarine of those divisions.
- (c) Submarine Squadron or Division Engineers who are ordered to a submarine of the squadron or division.
- (d) Other officers whose duties are so primarily on board submarines as to necessitate their being ordered thereto.
- (e) Officers regularly assigned duties at submarine escape training tanks.
- (f) Officers regularly attached to Navy Deep Sea Diving School, including officers under instruction at the School.
- (g) Officers regularly attached to the Naval Experimental Diving Unit.

(3) The extra compensation does not accrue to the officer concerned while absent on leave, at a hospital under treatment, or while on temporary duty which is not submarine or diving duty.

(4) Officers not attached to submarines but performing temporary duty serving on board thereof, are entitled to the extra compensation for the period in question. In order that such extra compensation may legally accrue, such officers serving on submarines in commission will be furnished written orders for duty or duties in question by appropriate unit commanders or more senior authority. For submarines under construction, from the time builders' trials commence until acceptance and commissioning by the Government, orders will be furnished officers serving on board temporarily, but not attached to the submarine, by the Bureau of Naval Personnel, commandant of the building navy yard, the senior inspector at the private shipbuilding plant, or by other appropriate senior authority. Commanding officers of individual submarines or prospective commanding officers of vessels under construction will endorse on such orders the dates of commencement and completion of the duty. If these dates are the same, extra pay for 1 day accrues.

(5) When officers are performing such temporary duty in a number of different submarines in a short time, as in one submarine one day and in another the next day, it will be sufficient that one set of orders to the various submarines be issued by the unit commander. There will, however, be an endorsement, as indicated above, made by the commanding officer of each submarine involved; this endorsement will contain the following: "I certify that the within-named officer has actually performed duty on board submarine as indicated hereon."

Such orders, involving temporary additional duty on board submarines, need not be forwarded to the Bureau for approval.

(6) Orders to continuous submarine or diving duty, if issued by other than the Bureau, will be forwarded to the Bureau for approval.

(7) Officers employed as divers in actual salvage or repair operations in depths of over 90 feet or in less than 90 feet when the Officer in Charge of the salvage or repair operation shall find that extraordinary hazardous conditions exist, shall, in addition to the foregoing, receive the sum of \$5 per hour for each hour or fraction thereof so employed. Extraordinary hazardous conditions shall be deemed to exist when:

(a) Dives are made inside a sunken vessel.

(b) Dives are made alongside a wreck where a jagged plating, debris, or other wreckage may tend to cut the hose lines or to tear the diver's dress.

(c) Dives are made in the open sea under adverse weather conditions or in the presence of a heavy ground swell, or strong undercurrents.

(d) Dives are made in waters exposed to imminent enemy attack.

(e) Live explosives are handled under water.

(8) In other conditions considered by the Officer in Charge as equally hazardous as those mentioned above, the facts shall be presented to the Bureau of Naval Personnel for determination in each case.

C-3004. ENSIGNS.—ASSIGNMENT TO DUTY.

In order to insure a proper groundwork for the development of young officers as capable mariners, and to prevent holding up the promotion of ensigns to lieutenant (junior grade) on account of lack of qualifications in watch standing, no ensign of the line shall be considered available for special courses of instruction, including flight training at Pensacola, submarine training at New London; nor for communication watch duty on the staffs of flag officers, until he has completed 2 years' service afloat, and until his reports of fitness affirmatively indicate that he is qualified to stand watch as officer of the deck underway. The foregoing does not apply to the assignment, during the second year at sea, to (a) Force Schools; (b) Optical School, short course; (c) Fire Control Instrument School, short course.

C-3005. SHORE PATROL EXPENSES.

See joint instructions contained in article D-10112.

CHAPTER 4

ORDERS AND TRAVEL

C-4001. REPORTING FOR DUTY IN OBEDIENCE TO ORDERS.

(1) Occasionally officers, quite unintentionally, place themselves in the position of being absent without leave for a period of 1 day, with the consequent loss of pay, when availing themselves of the time allowed by Navy Regulations within which to obey orders through their misconception of the manner in which to compute the 4 days allowed to complete the execution of the orders. The error usually arises in this manner: The officer assumes the day of detachment as being a day of duty and as not counting as one of the 4 days allowed. (This is a correct assumption.) He then uses the next 4 days and reports on the following day (the fifth day after the date of his detachment). Consequently he has reported within 5 days from the date of detachment and not within the 4 days allowed. He should have reported during the fourth day after the date of detachment. Article 132, Navy Regulations, covers this matter.

(2) When travel is involved under orders of this character, actual travel time is in addition to the 4 days allowed. Travel time is counted in whole days. However, where travel by the shortest usually traveled route involves travel of 24 hours or less only 1 day travel time is allowed. Travel time on land is based on the assumption that the travel is performed by rail over the shortest usually traveled route. At sea it varies, depending on whether the officer is ordered to travel by Government or commercial transportation. Generally speaking, it is based on the assumption that the travel will be performed by the shortest traveled route.

(3) The 4 days allowed can be taken before commencing the travel, on its completion, or while en route.

(4) When an officer is ordered from one permanent station to another permanent station with temporary duty at one or more stations en route, he is allowed 4 days within which to report at the first temporary duty station, but no further allowance within which to report at the subsequent temporary duty stations or the new permanent duty station. Attention is called to article 132, Navy Regulations, which deals at greater length with the allowances of time within which an officer must obey orders to temporary duty at one or more stations.

(5) When an officer is granted delay, to count as leave, in obeying orders, the date of reporting is computed in the following sequence: Take the date on which the 4-day allowance would have expired and add to it the number of whole days travel time. This will give the date on which the officer would report without any authorized delay. To this date add the authorized delay which will give the latest date on which to report.

For example:

Detached.....	1 August.
4-day allowance.....	4
3 days' travel time.....	3
<hr/>	
Normally due to report.....	8 August before midnight.
15 days, delay to count as leave.....	15
<hr/>	
Date on which to report.....	23 August before midnight.

In accordance with the Navy Regulations, leave for 1 month, beginning on the first day of a calendar month, shall expire on the last day of the month, whatever its number of days. Beginning on an intermediate day, the leave will expire on the day preceding the same day of the next month.

For example:

Detached.....	25 January.
4-day allowance.....	4
5 days' travel time.....	5

Normally due to report..... 3 February before midnight.

With 1 month's delay leave begins February 3, report not later than March 3, before midnight.

(6) Attention is called to the fact that article 1727 (3), Navy Regulations, states that the day of return from leave does not count as a day of leave if the officer returns before the hour for forenoon quarters on board ship or for commencing work at a shore station. Under this ruling it might be construed that, in the first example in the preceding paragraph, the officer could report on August 24, provided he did so before the hour for forenoon quarters or for commencing work. This is an incorrect assumption, as the officer is not returning from leave, but is reporting for duty after being granted a delay in such reporting.

(7) The Bureau does not consider that it should be necessary for officers to avail themselves of the full allowance for 4 days in reporting in obedience to orders in cases where the transfer takes place between two ships in the same port.

C-4002. DESPATCH ORDERS—CONFIRMATION AND TRAVEL.

(1) The Bureau endeavors to determine assignments of officers and issue orders as far in advance of effective date as possible, but, even so, the exigencies of the service make it impossible to avoid the issuance of a considerable number of orders by despatch.

(2) Despatch orders are normally addressed only to the present station of the officer concerned in order to reduce the volume of traffic that would result if information addressees were made of all the stations that might be interested in the orders. Information addressees are included whenever necessary.

(3) Despatch orders are all that are necessary to enable an officer to proceed to a new station. They are also all that is necessary to enable the old station to proceed with the furnishing of transportation for dependents and household effects.

(4) Written confirmation follows the issuance of despatch orders as soon as practicable, the length of the interval depending on the work load in the Bureau. This work load varies, being, as a general rule, heaviest from March to July. The interval will be greatest during these months, but, of course, the Bureau makes an effort to reduce it to a minimum at all times.

(5) When, although despatch orders have been issued, it is manifest that written confirmation orders can reach the officer prior to his departure from his old station, such orders are mailed to the old station. Should there be any doubt, the confirmation orders are mailed to the new station.

(6) As confirmation orders are not necessary to enable the officer to proceed or to permit the transportation of dependents and household effects, requests should not be made for the expediting of confirmation orders until after the expiration of a reasonable length of time within which they should have been received by ordinary mail and allowing the Bureau a day or so for their preparation.

C-4003. DELAY IN REPORTING AS LEAVE—HOW COMPUTED.

(1) Any authorized delay in an officer's reporting from one station to a new one is counted as leave, except for the time allowed by article 132, Navy Regulations.

(2) In case the orders direct the officer to proceed from one port to another via Government transportation and the officer is later authorized to proceed, at no additional expense to the Government, by some other method, by some other route of his own selection, or both, any saving in travel time effected by the selected transportation is not charged against the officer as leave. He can use this time as he sees fit, but he must report at his new station on the date specified in his orders or, if no such date is specified, on the date that would have resulted had his travel time been that scheduled for the Government transportation. Attention is called to the fact that the scheduled time of the Government transportation is to be used. Unforeseen delays might occur to put the Government transportation behind its schedule, but the officer traveling by other transportation is not permitted to include such delays in his own travel time.

(3) In case the officer reports for duty at the new station before the expiration of the authorized delay, he is not, of course, charged with leave equal to the full amount of the delay authorized, but only so much of it as is actually used.

C-4004. DELAY IN TRAVEL—TEMPORARY DUTY ORDERS.

(1) When an officer is ordered to proceed to a station for temporary duty and upon completion to return and resume his regular duties or to proceed to some other station, he is allowed 4 days, exclusive of travel time, in which to report to the station for temporary duty, but upon completion of the temporary duty no delay in commencing the return travel or travel to the next station is authorized.

(2) Special attention is called to the fact that, in orders directing travel to more than one temporary-duty station, no delay is authorized in proceeding from the first temporary-duty station to the next, nor from any temporary-duty station to the permanent-duty station, even though the officer's orders contain the word "proceed," as in the customary wording, in ordering him from one temporary-duty station to another or from any temporary-duty station to his place of permanent duty.

(3) Attention is also called to article 132, Navy Regulations, which covers this matter.

C-4005. ORDERS AUTHORIZING RETURN TO THE UNITED STATES.

(1) Officers returning to the United States for duty from abroad are, in opinions rendered by the Comptroller General, entitled to expenses only on the basis of travel by the most direct route to the United States and from the assumed port of arrival in the United States direct to the station to which the officer is ultimately assigned to permanent duty. Accordingly, officers returning from the Asiatic station who have been granted permission to return by way of Europe are reimbursed only on the basis of the theoretical cost of travel across the Pacific via the carrier on which the officer would have returned had he not proceeded via Europe plus the cost of mileage from the assumed port of arrival on the Pacific coast direct to the station to which he is ultimately assigned to permanent duty in the United States.

(2) Officers issuing orders authorizing travel via some route other than the most direct one will append to them a notice containing the information given in paragraph (1) above.

C-4006. DELAY IN ORDERS—ENDORSEMENTS ON REQUESTS FOR.

(1) A request for modification of orders involving a change of duty, and in particular requesting a delay or extension of authorized delay in reporting to the new duty, rarely have, if granted, any effects on the activity from which the officer is being detached, but is of very material concern to the activity to which the officer is being ordered.

(2) In order that the Bureau of Naval Personnel may act intelligently and for the best interests of the service, it is necessary for it to have more information than afforded by the routine forwarding endorsement of the commanding officer of the activity from which the officer is being detached.

(3) For these reasons all requests for modification of orders involving a change of duty which entail a delay in reporting to the new duty or an extension of an authorized delay will be forwarded for endorsement where practicable, through the commanding officer of the ship or station to which the officer is going. In cases where such a procedure would involve a material delay, such requests from officers should be forwarded to the Bureau and a copy of the request and the commanding officer's endorsement thereon should be forwarded to the new commanding officer for information.

(4) On receipt of the above copies, the commanding officer of the ship or station to which the officer is being ordered should forward them to the Bureau with his endorsement. On account of the possible delays involved the Bureau cannot always wait for the receipt of these papers before taking action on the original request, but when circumstances permit, it will endeavor to withhold action pending their receipt.

(5) Requests from officers for modification of orders which involve earlier detachment from the old duty but do not involve later reporting for the new duty need not be sent through the new commanding officer.

(6) The Bureau considers that the taking of leave by officers at the time of a change of duty is desirable where the exigencies of the service do not prevent, and that commanding officers should be so guided in making forwarding recommendations.

C-4007. TRANSPORTATION OF DEPENDENTS. (See U. S. Navy Travel Instructions.)

CHAPTER 5

EXAMINATIONS

C-5001. EXAMINING BOARDS FOR PROMOTION.

(1) On account of the shortage of officers and the subsequent undesirability of absence of officers from stations, and also because of the limit of allotment for mileage and other travel expenses, officers below the grade of commander who are due for promotion will be ordered to appear before local boards of medical examiners and supervisory examining boards for their professional examinations. In order to make the examinations of officers of the several grades more uniform, the naval examining board in the Navy Department, will prepare examination questions in all subjects to be used by the supervisory boards and as guides for any special statutory boards which may be ordered by the Department.

(2) When officers become due for promotion to the rank of rear admiral, special statutory examining boards will be convened at such places as may be considered most convenient.

(3) Officers below the rank of commander whose stations are in the immediate vicinity of Washington or Mare Island will also be ordered to appear before the permanent statutory boards.

(4) Should an officer fail in his examination before a supervisory board, he will be ordered to appear before a statutory naval examining board for another examination. If recommended for promotion by that board, he will not suffer any loss of numbers or precedence due to the delay in the completion of the examination. This statutory board will consider the first examination in connection with any further questions which it may deem desirable to ask the candidate.

(5) The attention of all officers is invited to the last sentence of paragraph 1 of the order form for officers about to take the supervisory examinations, which reads as follows:

"It is directed that this examination be held not later than 15 days after the receipt of the above papers (record, etc.) if practicable."

Every effort must be made to expedite the completion of these examinations.

C-5002. ANNUAL PHYSICAL EXAMINATIONS.

(1) (a) During the period September 1 to September 30 of each calendar year every officer on the active list shall be examined by a board, composed of two or more medical officers, a dental officer, and when necessary a flight surgeon, or by one medical officer if no others are available, to determine his physical condition.

(b) These Annual Boards shall be ordered, within appropriate subdivisions of the fleet by such officers as may be designated by Force Commanders, and at each shore station, navy yard, or naval district, to determine and report upon the physical fitness of all naval officers below the rank of commander, Marine Corps officers below the rank of lieutenant colonel, naval aviation pilots, and student naval aviation pilots.

(c) Special annual boards composed of two or more members, a dental officer, and when necessary a flight surgeon, will be convened to determine and report on the physical fitness of all officers holding the rank of commander and

above in the Navy, and lieutenant colonel and above in the Marine Corps, including, in the case of naval aviators, determination of the individual's fitness for duty involving flying. These special annual boards shall be convened by the Chief of Naval Personnel upon recommendation of the Bureau of Medicine and Surgery, except that at Naval Districts and Naval Stations outside the continental limits of the United States these boards will be convened by the Commandant of the District or Commandant of the Station.

(d) As far as practicable no officer shall be examined by a board, any member of which is under his immediate command. The examination will be conducted in accordance with instructions issued by the Bureau of Medicine and Surgery and the report on N. M. S. Form Y, or in the case of aviation personnel on N. M. S. Aviation Form 1, shall be forwarded via the Commanding Officer of the place of examination, direct to the Bureau of Medicine and Surgery. All reports of physical examination will be treated as confidential correspondence, and shall be received in the Bureau of Medicine and Surgery not later than October 15.

(2) (a) Officers on duty at isolated stations, and aboard units of the fleet, to which no medical officer is attached will be examined physically at any station, or aboard any unit of the fleet, having a medical officer with which he may be able to establish contact. No officer will be reimbursed for travel performed for this purpose except in individual cases under exceptional circumstances where such travel may have been authorized by the Bureau of Naval Personnel.

(b) Officers temporarily absent during the period of September 1 to September 30, from a station to which one or more medical officers are attached shall report for physical examination immediately upon their return to such station.

(c) Officers who for any reason have not been examined physically prior to September 30 of any year shall report that fact in writing to their commanding officer, stating the reason why such examination has not been held. In each such case when the examination has not been made, the officer concerned shall include in his report a statement, to the best of his knowledge and belief as to any changes in his physical condition since his last physical examination before a board of medical officers. The commanding officers will then take appropriate action, forwarding the report with their recommendations to the Bureau of Medicine and Surgery.

(3) In the case of officers detailed to duty involving flying, who are naval aviators, naval aviation observers, naval aviation pilots, student naval aviation pilots, or officers authorized to solo naval aircraft, the examination prescribed in paragraph 1 will be conducted by a board which will include at least one medical officer qualified in aviation medicine. In case only one medical officer is available, this examination may be conducted by him provided he is qualified in aviation medicine.

(4) On September 30 of each year, commanding officers will report to the Bureau of Medicine and Surgery the names of all officers under their command detailed to duty involving flying, who have not completed the physical examination prescribed above, or who have been found not physically qualified, and will, furthermore, on that date, suspend the flying status of each officer concerned until he has been found physically qualified, or the physical defects noted have been waived by the Bureau of Naval Personnel.

(5) When detached duty makes it impracticable for an officer to be examined by September 30, he will report the facts to the Bureau of Naval Personnel and will request a waiver. Pending the granting of such waiver, flying status of such an officer will be suspended as of September 30. When circumstances permit, the conditions herein described should be anticipated at such time as will permit action by the Bureau of Naval Personnel prior to September 30.

(6) The value of taking regularly some form of physical exercise in the open air for at least 30 minutes each day is recognized. Commanding officers are urged to encourage officers to engage in sports and exercise. In this connection, daily setting-up exercises which maintain correct posture and muscular tone, especially of the abdominal region, are recommended.

CHAPTER 6

LEAVE

C-6001. LEAVE OF ABSENCE.

(1) The commander of a force or detachment is authorized to grant leave of absence for a period of 1 month, including travel time, to officers under his command, subject to such restrictions as may be imposed by his fleet commander. The senior officer present of a force is authorized to grant the same leave subject to such restrictions as may be imposed by his force commander.

(2) The commandant or commanding officer of a shore station is authorized to grant the same leave authorized in paragraph (1), subject to such restrictions as may be imposed by the district commandant.

(3) Chiefs of bureaus are authorized to grant the same leave authorized in (1) to officers on duty in the Bureau.

(a) Activities on the Severn and Potomac Rivers listed in the Naval Directory are not under a district commandant. The officers in charge of such activities will grant leave subject to such restriction as may be imposed by the bureau or office in the Navy Department having supervision over such activities.

(b) An officer listed under a bureau or office in the Navy Directory and reporting to the commandant of a district for duty will request leave from the district commandant after obtaining approval of such leave, except in case of emergency, from the bureau or office having supervision over the activity.

(4) When an officer is granted more than 15 days' leave of absence at one time a copy of the approved request will be forwarded to the Bureau of Naval Personnel by the officer granting the leave. In all cases actual leave taken will be submitted on report of leave of absence, Form B. N. P 321, as heretofore.

(5) Officers and men on authorized leave or authorized absence from their command, or while traveling from one station to another, and while in civilian clothes are authorized to visit Canada or Mexico without obtaining specific permission for such visit.

(6) (a) Unarmed naval personnel desiring to visit Mexico unofficially in uniform are permitted to do so without specific approval of the Bureau of Naval Personnel, under the following conditions:

(1) For short visits to border towns, they must have identification cards or passes signed by their commanding officer.

(2) For visits into the interior of Mexico, a passport must be obtained by the personnel concerned from the State Department and visa from the nearest Mexican Consul.

Before entering Mexico on official business, naval personnel must obtain passports and visas and secure authority from the Bureau of Naval Personnel. The Bureau will make necessary diplomatic arrangements.

(b) When an officer or enlisted man of the United States Navy desires to cross the border into Canada he may travel in uniform and wear a uniform while in Canada provided he has in his possession valid leave of absence papers or identification card if traveling for personal reasons, or official orders if traveling on duty.

(7) Although the Bureau believes that officers should take leave so as to benefit by mental and physical relaxation and recreation, it must be thoroughly understood that it is a privilege and not a right. Leave of absence is not an allowance. It is competent for the Secretary of the Navy to deny any or all leave. Laws under which leave of absence are regulated are not authority to grant leave, but impose restrictions with regard to pay when in the leave status.

(8) The leave year extends from July 1 to the following June 30, both inclusive. Thirty days for each year is credited on July 1, and any leave that has accumulated is carried over to the next leave year, but the amount so accumulated is not carried in amounts exceeding four months. Leave of absence, therefore, accumulates at the rate of 30 days per year, up to a maximum of 4 months.

(9) The Bureau endeavors to grant the accumulated leave of absence to officers in advance of retirement. In case of resignation, the same principle is applied, the date upon which resignation is effective being the last day of the leave given.

(10) The Bureau also endeavors to grant 1 month's delay in reporting, such delay to count as leave, to officers on change of station from sea to shore. When officers are ordered to sea on completion of shore duty, delay or leave is granted only when it is for the convenience of the Bureau. Officers desiring leave should, however, submit appropriate request.

(11) The number of officers at present on the Navy list makes it impracticable to grant more than 2 months' leave in any 1 year irrespective of the amount accrued. Should the personnel situation ease, it might be possible at times to increase the amount of leave granted at any one time.

(12) (a) All officers are entitled to the full pay of their grade while on leave authorized by statute.

(b) No officer of the Navy while on leave of absence engaged in a service other than that of the Government of the United States shall be entitled to any pay or allowances for a period in excess of that for which he is entitled to full pay, unless the President otherwise directs. It is the present policy of the Navy Department where such leave is granted to recommend to the President that such officers be allowed half pay as provided by section 1265, Revised Statutes, provided the Chief of Naval Personnel certifies to the Secretary of the Navy that the excess leave in question was granted the individual officer concerned under especially meritorious circumstances. Subsistence and rental allowances are not payable for periods during which an officer is in a half-pay status.

(13) Retired officers recalled to active duty are not entitled to any accumulated leave that might have accrued at the time of their retirement. Likewise, an officer entering the Navy from the Naval Reserve is not entitled to any leave that he might have accumulated while in the Reserve. Retired officers are not required to receive permission from the Bureau or the Department to leave the limits of the United States. However, they must inform the Bureau of the fact of their leaving, giving their destinations and keeping the Bureau informed of their addresses. They cannot visit belligerent countries unless authorized to do so by the Secretary of the Navy.

(14) The amount of leave that an officer has accumulated will be furnished by the Bureau on application.

C-6002, SICK LEAVE—LIMIT OF.

(1) As a general rule, sick leave will not be granted for periods longer than 3 months. If, at the end of this period, a board of medical survey finds that the person is still unfit to return to duty, the Bureau will consider a recommendation by the board for a further period of sick leave.

CHAPTER 7

SEPARATIONS, INJURIES, DEATHS

C-7001. RESIGNATION OF OFFICERS.

(1) Resignations of officers graduating from the Naval Academy will not be accepted until they have completed at least 2 years' duty at sea subsequent to graduation, and resignations of ensigns who have completed a course of instruction on shore lasting 5 months or more will not be accepted until they have completed at least 1 year's duty at sea subsequent to completion of such course of instruction.

(2) Modifications of the requirements contained in paragraph (1) when necessitated by the interests of the Government will be indicated by bulletins or letters to the service.

(3) When an officer tenders his resignation from the naval service it must be without condition.

(4) A separate request for accumulated leave, to begin on detachment from duty and expire at the time the acceptance of the resignation becomes effective, will receive consideration.

(5) An officer submitting his resignation will obtain from the officer carrying his accounts a statement as to whether he is, or is not, indebted to the United States as shown by his records, and no resignation will be considered unless such statement is attached to the letter of resignation. He will also include a complete statement as to—

(a) Outstanding financial obligations contracted by him while in the naval service.

(b) Data as to outstanding notes upon which others of the naval service are cosigners, giving, if any, the names of these latter.

(6) An officer submitting his resignation will include in the letter submitting it the precise reason for submitting the resignation.

(7) Because an officer desires to attend school, enter business, or accept a position in civil life is a reason for wishing to enter civil life, but the Bureau desires information as to why an officer desires to leave the service, and while it does not desire to pry into the personal affairs of an officer, for its own information and for the information of Congress it desires reasons why officers separate themselves from the service and give up a naval career.

(8) If an officer is resigning because he considers his chances of promotion poor, the pay inadequate, or the deprivation of home life excessive, these reasons should be given in addition to any other reasons.

C-7002. DEATH OR SERIOUS INJURY.

(1) When a death occurs, the commanding officer shall make immediate report by dispatch directed to the Secretary of the Navy, giving the following information:

(a) Full name.

(b) Rank.

(c) Cause and place of death.

- (d) Full name and relationship of next of kin.
- (e) Address of next of kin.
- (f) Whether or not next of kin has been notified.
- (g) Disposition that has been or will be made of remains.
- (h) Pay per month.
- (i) Name of beneficiary.
- (j) Address of beneficiary.
- (k) Statement whether or not deceased carried National Service life insurance or Government converted insurance and the amount of same. Where premiums are paid by deductions from pay, a statement will be included as to the date of last payment of the deceased and the date to which deduction was last made.
- (l) Whether on active duty (in case of reservists).

In case full information under any of the foregoing heads must await later investigation or determination, the dispatch shall be sent with whatever data are available, supplementing it with complete information at the earliest possible date.

(2) The commanding officer will, whenever he has the necessary information, also notify the next of kin of the death or serious injury of any person in the naval service by dispatch, giving such details stated in paragraph (1) as apply. In case of death, the dispatch should be carefully worded so as to spare the feelings of the next of kin. In case of serious injury, the dispatch should contain a statement as to the present condition of the injured person and should be followed by other dispatches at reasonable intervals reporting the person's condition.

(3) When death occurs at sea or in a port outside the continental United States, he shall not notify the next of kin by dispatch, but shall make report by dispatch to the Secretary of the Navy, giving the full name, rank or rating, and service number, date and cause of death, name and address of the next of kin, and request instructions for disposing of the body. Whenever practicable, the remains shall be embalmed and retained on board awaiting instructions from the Bureau of Medicine and Surgery, and burial shall not be made in a foreign port or at sea in advance of receipt of such instructions, except when preservation or retention of the body is impossible.

(4) In all cases of death or of accident involving serious injury to any person in the naval service, the commanding officer shall acquaint the next of kin of all the circumstances connected therewith so far as definitely known. This communication should be by letter and in such language as to show personal consideration for the next of kin. Care should be exercised to see that the information given is not at variance with the findings of any court or board that may have been convened in the premises; however, the fact that a court or board is to investigate the circumstances should not operate to delay this communication. This letter is additional to the dispatch required by Navy Regulations, article 908 (2). Copies of all communications with the next of kin shall be sent to the Bureau.

(5) In cases of naval disasters or where an accident has involved many persons, the dispatch to the department should include full names, ranks, or ratings, and service numbers of those dead, seriously injured, slightly injured, and missing. The additional information outlined in paragraph (1) of this article should be sent as soon as possible thereafter.

(6) A suggested form of dispatch to the next of kin reporting the death of an officer on active duty follows:

Deeply regret to inform you that your ----- (relationship), ----- (name), (rank), U. S. Navy (or Marine Corps), died ----- (date, cause, and place). Please telegraph Bureau of Medicine and Surgery, Navy Department, Washington, D. C., collect, whether you desire remains interred in naval or national cemetery or sent home. Escort of one person to accompany remains home will be furnished if requested. If sent home, expenses for preparation, encasement, and transportation will be prepaid, but regret cost of funeral and burial after arrival cannot be paid by Government. Sincere sympathy is extended to you in your great loss.

C-7003. ESCORT FOR DEAD BODIES.

(1) Upon request of the next of kin or family of the deceased, a service or civilian escort of one person may be assigned to accompany the remains to place of burial. The escort, if of the service, shall be of the equivalent rank or rate of the deceased so nearly as may be practicable and, when possible, a friend or associate. He shall accompany the remains in transit, shall be responsible for safe delivery at destination, and shall attend the funeral and burial services. He shall then return to his station or proceed as directed. Care will be exercised that enlisted personnel selected for this duty shall be of such character and appearance as to reflect credit upon the service.

(2) The escort will be detailed and the necessary orders issued by the commandant of the navy yard or station when shipment of the remains is made from a naval hospital. If the remains have been transferred to the hospital from a ship in port, the commanding officer should, when practicable, detail the personnel to report to the commandant for escort duty. When shipment of remains is made from a ship, the detail of escort shall be made by the senior officer present ashore.

(3) When desired, a civilian member of the family or a friend may act as escort in lieu of the service escort mentioned in subparagraph (1) above.

(4) When remains are returned to the United States from points outside the continental limits, a relative or friend may travel from the proposed place of burial to the port in the United States where the remains arrive and then accompany the remains to the place of burial, or, if present at the place of death, a relative may accompany the remains from the foreign station to the place of burial. If no relative is present desiring to accompany the remains, naval personnel traveling to the United States at the time may be utilized as escort for one or more bodies to the point of reshipment. From this point the commandant of the yard or station shall arrange for escort to final destination as in other cases.

(5) As the law provides for an escort of one person only, when a civilian accompanies the remains as an escort, a service escort may not be detailed.

(6) Reference should also be made to paragraph 2953, Manual of the Medical Department, 1927.

C-7004. DISPOSITION OF EFFECTS OF DECEASED PERSONS.

(1) The commanding officer shall, upon the death of any officer on board the ship under his command, cause all of the effects to be collected and inventoried. This shall be done by two officers of the ship. The inventory shall be made out in quadruplicate, duly attested and signed by the officer or officers making it. Upon completion of the inventory the effects that are not of a perishable nature shall be put up in packages of convenient size and sealed with the seal of the ship. The commanding officer shall retain one copy of the inventory, deliver one copy to the supply officer and forward two copies to the Bureau of Naval Personnel as provided in paragraph 5. The supply officer shall take charge of the effects for safekeeping.

(2) If any of the effects of a deceased person are perishable and deteriorating, they shall be immediately sold at auction, and the proceeds of sale shall be disposed of in the same manner as other money found in his effects.

(3) All moneys, articles of value, papers, keepsakes, and other similar effects shall be forwarded to the legal representative, or in default of such, the heirs at law of the deceased. Should it be impossible to ascertain the existence of the legal representatives or heirs at law, the moneys and other articles mentioned shall be sent for safekeeping to the Bureau of Naval Personnel or the Commandant of the Marine Corps, as may be appropriate. Should this property be unclaimed for a period of 2 years after the death of the owner it will be sold at auction to the highest bidder, and the proceeds of the sale, together with the moneys above mentioned, will be deposited in the United States Treasury to the credit of the Navy pension fund. If at any time during 2 years this property is in custody of the naval authorities the executor, legal representative, or heirs at law apply therefor, it will be delivered to them.

(4) The effects, other than those mentioned in paragraphs 2 and 3 of this article, shall be retained on board for transmission to heirs, relatives, or friends, if possible to learn their wishes. If impossible to ascertain the desires, he may, at his discretion, either sell these effects at auction or retain them longer. The proceeds of this sale, if any, shall be disposed of in the same manner as other moneys found in his effects.

(5) Two copies of the inventory shall be forwarded to the Bureau to be attached to the officer's record. These copies shall show the disposition made of each item and, in case of sale held, the amount realized therefrom. They should be transmitted by special letter to the Bureau.

(6) Pay accounts of deceased persons should be closed as soon as possible and forwarded under letter of transmittal to the Bureau of Supplies and Accounts, accompanied by a statement of account and by the will if there is a will, for further transmittal to the General Accounting Office. The letter of transmittal should state that the account is closed because of death.

C-7005. TRANSPORTATION OF DEAD BODIES.

(1) Arrangements now in effect provide for the handling of bodies by wagon transfer at junction points where transfer is necessary, permitting the through handling of bodies by the carrier from point of origin to final destination. The parties performing the final transfer by wagon are to bill against the carrier whose baggage agent arranges for the services, and the carriers will present the bill to the department in the usual manner, accompanied by the transfer certificate.

(2) Complaints have been received from carriers stating that the escorts in many cases were unable to give the baggage agents the number of the transportation request upon which the original tickets were received, and due to this neglect they were unable to support their bills covering wagon transfers; it is therefore directed that all issuing officers furnish the escorts of bodies with a memorandum indicating the transportation request number and also give explicit instructions to mark the number plainly on the transfer certificate presented to them for their signature by the baggage agent. (See U. S. Navy Travel Instructions (2507-6, 7, 8.)

CHAPTER 8

MISCELLANEOUS

C-8001. APPOINTMENT TO NAVAL RESERVE.—Detailed instructions with regard to appointment in the Naval Reserve of former officers of the Regular Navy are contained in Part H of this Manual.

C-8002. BENEFIT GUIDE.

(1) The pamphlet Benefit Guide for Officers and Enlisted Men, United States Navy and United States Naval Reserve, is published by the Bureau and contains all information regarding benefits to which beneficiaries of officers and enlisted men of the Regular Navy and Naval Reserve are entitled. This pamphlet describes all papers, documents, etc., that are necessary to substantiate claims, and also gives a list of charitable organizations which furnish emergency aid to families of deceased officers and men.

(2) The many cases handled by the Bureau show that in the majority of cases the beneficiaries are unaware or have incorrect information of the benefits accruing to them, sometimes to their inconvenience and pecuniary loss.

(3) A copy of the guide will be furnished on application. It should be forwarded to the beneficiary for his information and use.

C-8003. INDEBTEDNESS AND NOTE ENDORSING.

(1) The assistance of all naval personnel is desired in reducing correspondence on the subject of the personal indebtedness of officers and men.

(2) The Bureau will not act as a collecting agency.

(3) Commanding officers will investigate each indebtedness complaint and take such action as the case warrants. The Bureau desires that these matters be handled locally.

(4) Every discouragement should be offered to firms selling on the installment plan or other forms of credit articles not classed as necessities. Such firms understand that they have recourse to civil action; that few naval men have property which can be attached; some are unaware of the fact that the pay of naval men cannot be garnisheed.

(5) In cases of judgment by civil courts against naval personnel, appropriate action will be taken by commanding officers or by this Bureau.

(6) Officers frequently find themselves involved in financial difficulties through having endorsed notes for irresponsible members of the naval service. If officers are unwilling or unable to make good the sum involved in a note defalcation, they should never endorse it.

(7) Cases growing out of the ordinary kind of indebtedness meet with a certain amount of sympathy in the Bureau, though chronic cases are tried by general court martial.

(8) The Bureau has no intention of discouraging officers in seeking financial assistance from their brother officers to meet legitimate needs. It does desire, however, to impress on all officers a full realization of the responsibility that they assume when they endorse a note.

C-8004. POLICY REGARDING PERSONAL INDEBTEDNESS OF OFFICERS.

The policy of the Bureau of Naval Personnel regarding personal indebtedness of officers is outlined from time to time in Bureau letters. (The current directive is Bureau of Naval Personnel letter Nav-5-K; P13-11(1235) of December 15, 1938.)

C-8005. PASSPORTS FOR OFFICERS AND THEIR FAMILIES—GENERAL INFORMATION.

(1) Three classes of passports are issued by the Department of State—(a) diplomatic, (b) special and (c) ordinary.

(2) *Diplomatic passports.*—This is the highest class of passport. It is officially known abroad as *passport diplomatique*. It is signed personally by the Secretary of State and insures to the holder thereof important diplomatic privileges. In addition to the diplomatic officers and consular officers of career of the United States, such passports are issued to naval attachés, assistant naval attachés, and language students. The wives of officers to whom diplomatic passports are issued are entitled to separate passports of this class if such passports are necessary under the circumstances. Usually separate diplomatic passports are issued to the wives, and when there are minor children they are included in the mother's passport. The cost is \$1, the fee required by law for administering the necessary oath. Visas, which are required for entry into and residence in foreign countries, are granted without cost by foreign diplomatic and consular officers in the United States and abroad in reciprocity with American law and practice. Diplomatic passports for officers of the Navy and Marine Corps can be secured only upon executing the prescribed form of application. The application must be supported by a letter from the Navy Department (Bureau of Naval Personnel) requesting that such passport be issued. An officer to be entitled to a diplomatic passport must be actually attached to an embassy or legation of the United States and be officially designated by the Department of State, the nature of his duty being prescribed in the letter of designation. Members of United States naval missions to foreign countries, commanders in chief, squadron commanders, etc., by a ruling of the Department of State are not entitled to diplomatic passports; special passports will be issued in such instances, when requested.

(3) *Special passports.*—This is the class of passports issued to officials and some employees of the Government who are ordered abroad on official duty to whom the usages of the Department of State will not permit the issue of diplomatic passports. The advantages of a special passport (which, like the diplomatic passport, is signed personally by the Secretary of State) are that it identifies the bearer as being connected with a Government agency and sometimes assists in obtaining certain customs courtesies, such as facilitating the examination of baggage, but does not necessarily insure free entry or freedom from search of baggage and personal effects. The wives of officers to whom special passports are issued are entitled to separate passports of this class if such passports are necessary under the circumstances. The cost is \$1, the fee required by law for administering the prescribed oath. Visas, which are required, are granted without cost by foreign diplomatic and consular officers in the United States and abroad. By an arrangement made by the Bureau of Naval Personnel with the division of passport control, Department of State, special passports may be secured by officers of the Navy and Marine Corps and their wives and by certain employees of the Navy Department in the following instances:

(a) For an officer or employee who is proceeding abroad under official orders.

(b) For the wife and minor children of such person when actually accompanying the officer or employee.

(c) For the wife and minor children of such person when proceeding independently to a foreign country where the husband is on duty.

The foregoing applies to commanders in chief, squadron and division commanders, etc., to whom special passports may be issued. Officers attached to ships which are proceeding to a foreign station are not as a rule granted special passports. Each application for such a passport is handled on its own merits.

Formerly the Department of State (division of passport control) issued special passports to officers of and above the rank of lieutenant commander in the Navy or major in the Marine Corps who were proceeding to foreign countries on leave. The Department of State has receded from that position and now holds that in such cases only the ordinary passport will be issued. The ordinary passport requires the payment of the full fee of \$9, plus the fee of \$1 for the administration of the prescribed oath. Officers obtaining these passports will also be required to pay the established fees for visas. Officers applying for such passports must submit with their applications two photographs of themselves taken in civilian clothing.

While the Department of State is disposed to be liberal in issuing special passports to immediate families of officers, it is not to be understood that the privilege is unlimited. The indiscriminate issue of special passports would soon lessen their value. The wife of an officer who is proceeding abroad but to countries where her husband is not on duty would not be entitled to a special passport. For example, the wife of an officer on duty in the Orient could not secure a special passport for the countries of Europe. In such case she should secure the ordinary passport, for which the fee is \$10, she would also have to pay for all visas. Visa fees are as high as \$10 for certain countries.

The privileges of special passports granted to officers, while including their wives and minor children, do not extend to other relatives. An exception might be made in the case of the mother or sister of an unmarried officer proceeding abroad under a special passport where either the mother or sister would preside over his household. An exception might also be made in the case of a governess or nurse of American citizenship to whom the care of minor children on voyage is committed.

The Bureau of Naval Personnel will gladly assist in securing special passports for officers and their wives who may be entitled to the same, but the following procedure should be observed:

(a) *When the applicant is in Washington.*—Make application in person to the Bureau of Naval Personnel, Navy Department; the identification division will arrange all the details, including taking of photographs.

(b) *When the applicant is not in Washington.*—Personal application (with appropriate identification) must be made to the clerk of the nearest United States court or of a State court authorized to naturalize aliens. The clerk of the court will forward the application, when completed, to the Department of State at Washington. The legal fees ordinarily prescribed for each passport total \$10, but applicant should inform the clerk of the court that a special passport is desired, for which a fee of \$1 should be paid to that officer for administering the required oath. The Navy Department will request the Department of State to remit the remaining \$9 when the journey is for official purposes. When the application has been completed before the clerk of the court, the applicant should so inform the Bureau of Naval Personnel preferably by telegram, giving the pertinent details of the case; the Christian name of the wife and minor children should be given, also the date of marriage. An official request will then

be made to the division of passport control, Department of State, by the Chief of Naval Personnel for issue of a special passport. The passport will be mailed by the Department of State to the applicant to the address given in his application.

(In New York, Chicago, San Francisco, New Orleans, and Seattle the Department of State maintains passport agencies; when an applicant is in one of these cities application should be made to an agency instead of to a United States court.)

An officer making application for a special passport should show clearly in the blank form of application under the caption "Object of visit" the official character of the duty to which he is ordered, and the wife of an officer should show that she is to accompany or join her husband and give the official character of his duty.

All applications for passports must be accompanied by two unmounted photographs of applicant (size of photographs approximately 2 by 3 inches). Separate photographs of husband and wife are required; minor children may be photographed in group or may appear in photograph with mother.

A birth certificate of an officer if native born is not required, as the Navy Department informs the Department of State that the official records show him to be a citizen of the United States. An officer born in a foreign country must prove his citizenship. By law, where a marriage was solemnized on or after September 22, 1922, the wife does not take citizenship from her husband. Where marriage occurred on or after September 22, 1922, the wife will be required to furnish evidence of her own citizenship; marriage before that date conferred the husband's citizenship on the wife. Clerks of court and passport agents will furnish, upon request, accurate directions as to the proper proof of citizenship.

(4) *Ordinary passports.*—This is the class of passport issued generally to private citizens. It may be obtained upon application to the Department of State in Washington, its passport agencies, or to the clerk of a United States court, of a state court authorized to naturalize aliens, fee \$10, exclusive of fees for visas. This is the class of passport to be obtained by officers, their wives, and members of their families where diplomatic or special passports are not permissible.

(5) *Passports for warrant officers, chief petty officers, petty officers, enlisted men and their families.*—No fee regular passports will be issued to warrant officers, chief petty officers, petty officers, enlisted men, and their families.

A birth certificate, an affidavit of a blood relative or an affidavit by two persons who have known the applicant for passport for 20 years must be submitted with the application in case of the above named. A birth certificate may be obtained from the bureau of vital statistics in the city, town, or county in which the applicant was born.

In the affidavit of a blood relative, a brief family history of the applicant for 20 years is required.

In the affidavits of nonrelatives they should state the source from which the knowledge was acquired to show that they have known the applicant for 20 years and that to their knowledge the applicant is a native born citizen of the United States.

A baptismal certificate if recorded within a few weeks after date of birth will be accepted.

(NOTE.—Instructions outlined above, relative to passports for officers and enlisted men assigned abroad on official business, are in force, but during the present National Emergency dependents of officers and enlisted men are not permitted to leave the continental limits of the United States.)

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Part D

ENLISTED PERSONNEL

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CHAPTER 1

ENLISTMENTS, REENLISTMENTS, EXTENSION OF ENLISTMENTS, AND CHANGES OF STATUS OF ENLISTMENTS

D-1001. FIRST ENLISTMENTS.

(1) Unless modified by specific instructions from the Bureau, first enlistments are authorized to be made only at regular recruiting stations.

(2) Instructions will be issued to the recruiting service by the Bureau from time to time setting forth the terms of enlistments for which men are to be accepted, the ratings in which first enlistments may be made, the maximum and minimum ages for such enlistments, and other qualifications for first enlistments.

D-1002. REENLISTMENTS WITH CONTINUOUS SERVICE.

(1) Men who have been discharged under honorable conditions recommended for reenlistment may be reenlisted within 3 months of date of discharge only on the ship or station from which discharged, on receiving ships, or at receiving stations or recruiting stations, provided they are physically qualified. Men temporarily transferred to a ship or station for discharge pay purposes, may be reenlisted on the ship or station to which permanently attached prior to discharge. The cases of men discharged by "special order" or as the result of disciplinary action shall be referred to the Bureau for action.

(2) Men will be reenlisted under continuous service for periods of 4 or 6 years only, at the option of the men concerned.

(3) Men reenlisted under continuous service shall be reenlisted in the rating held at discharge.

(4) No man shall be reenlisted at sea. If the enlistment of a man, who has indicated his intention of reenlisting immediately, on board, expires while at sea, he will be detained in accordance with article 1689, United States Navy Regulations, 1920, until arrival at the next port, when he will be discharged, and if qualified, reenlisted.

(5) No man on furlough without pay shall be returned to active duty or reenlisted without authority of the Bureau in each individual case.

(6) Attention is invited to article D-7028 regarding leave authorized for men who reenlist within 30 days from date of discharge.

(7) The phrase "within 3 months" in this and following articles should be interpreted to mean that a man who is enlisted on the same day of the month 3 calendar months from date of discharge is enlisted "within 3 months." For example, a man discharged on January 7 may be reenlisted on any day up to and including April 7 and retain his continuous service benefits.

D-1003. REENLISTMENTS NOT UNDER CONTINUOUS SERVICE.

(1) Men may be reenlisted after three months from date of discharge only at regular recruiting stations and then only upon receipt of, and in accordance with, authority of the Bureau.

(2) The Bureau will issue instructions to the recruiting service from time to time setting forth the ratings in which the men may be reenlisted with broken service. In general, these ratings will be only those in which vacancies exist in the service as a whole. Instructions as to the maximum age and other requirements will also be issued.

(3) Former service men will be reenlisted with broken service for periods of four or six years only, at the option of the men concerned.

D-1004. REENLISTMENTS FROM THE NAVAL RESERVE.

Assignment to or enlistment in the Naval Reserve following discharge from the regular Navy does not prejudice a man's right to reenlist under continuous service in the regular Navy provided such reenlistment is effected within three months of discharge from the regular Navy.

D-1005. ENLISTMENT ALLOWANCE ON REENLISTMENT.

(1) An enlistment allowance is paid to enlisted men (including members of the Insular Force) who have been discharged under honorable conditions and who reenlist within three months from the date of such discharges (reenlistments under continuous service).

(2) The enlistment allowance is computed as follows:

- (a) A man whose pay falls within the first, second, or third pay grades shall receive \$50 for each full year served in the enlistment from which he was last discharged, but the total shall not exceed \$300.
- (b) A man whose pay falls within the fourth, fifth, sixth, or seventh pay grades shall receive \$25 for each year served in the enlistment period from which he was last discharged, but the total shall not exceed \$150.

(3) Time served is computed by deducting from the time intervening between date of enlistment and date of discharge time lost due to:

- (a) Absence over leave or without leave.
- (b) Sickness, disease, or injury, resulting from his own intemperate use of drugs or alcoholic liquors, other misconduct.
- (c) Furlough without pay.
- (d) Nonperformance of duty because imprisoned both while awaiting trial resulting in court-martial sentence and while serving said sentence.
- (e) If the total time lost plus the period of time between the date of early discharge and the date discharge otherwise would have occurred is less than three months, the last year of enlistment shall be considered as a full year served for purpose of computing enlistment allowance. Attention is invited to article D-9104 with regard to making good time lost due to sickness, disease, or injury resulting from own misconduct. For more detailed instructions with regard to payment of enlistment allowance the Pay Bill Instructions, Appendix A, Bureau of Supplies and Accounts Manual, should be consulted.

(4) When reenlistment follows an enlistment which has been extended for two, three, or four years, or for an aggregate of two, three, or four years, the extension or extensions shall be considered to be the enlistment period from which the man was last discharged. As an illustration: A man in the first pay grade extends his enlistment for two years; he then extends for one more year, and at the expiration of his last extension is discharged under honorable conditions. Upon reenlistment within three months he is entitled to three times \$50, or \$150, because of his previous extensions that total three years.

D-1006. EXTENSION OF ENLISTMENTS.

(1) The terms of enlistment of an enlisted man may, by his voluntary written agreement, be extended for three or four full years from date of expiration, of his then existing term of enlistment. Enlistments may be extended for one year only for purpose of transfer to Fleet Reserve. Enlistments may be extended for two years only in the case of men completing first enlistment. (See Art. D-1010.)

(2) Filipinos on duty on the Asiatic Station shall not be permitted to extend enlistment for less than three years, except for transfer to the Fleet Reserve. (See Art. D-1010.)

(3) The commanding officer is authorized to cancel an agreement to extend at any time prior to the date the extension begins to run, but not thereafter, either for the convenience of the Government or for the convenience of the man concerned. This authority is not to be used where the man, in return for his agreement to extend, was assigned to any duty requested by himself or for which he volunteered, such as duty in a service school, at a shore station, or on a vessel or station far removed from the command where the agreement to extend was made; or where the receiving ship or station nearest place of acceptance for enlistment is a considerable distance away and, due to the existence of said agreement, he was not returned via Government transportation at the proper time for purpose of discharge. The commanding officer shall cancel any agreement to extend where the man is absent over or without leave on the date of expiration of the original term of enlistment, or such date as extended by absence due to misconduct, and in all cases prior to closing the record upon desertion, where desertion occurred prior to the effective date of extension.

An agreement to extend shall also be canceled in any case in which orders for discharge are issued prior to the effective date of the extension, and in any case wherein conditions outlined in last sentence of article D-5316 (2) (a) apply.

(4) The same physical examination is required for extension of enlistment as for reenlistment.

The examination shall be held prior to the effective date of extension and as near that date as practicable. If the man is found to be physically unfit, the agreement of extension shall be canceled.

(5) Generally, a man should not be permitted to extend his enlistment until about the completion of the original term of his enlistment. For certain purposes, however, such as qualifying for a foreign cruise or for entrance to a service school, it may be necessary in some cases to authorize extensions a considerable time in advance.

(6) In order to be legal and binding, an agreement to extend an enlistment must be entered into by the man concerned with the commanding officer on Form B. N. P. 604. Agreements on any other form are of an informal and unofficial nature, and of course, could be repudiated or withdrawn by the man at any time. Whenever the Bureau or the Bureau Manual uses the phrases "agreed to extend his enlistment," "enlistment as extended," etc., the legal form of agreement to extend is meant and not unofficial or personal assurances of intention to extend. (See art. D-9104 regarding dates of expiration of enlistment.) In all cases of extension, upon the expiration of the original enlistment, notation as to character of discharge to which otherwise entitled shall be made in the service records and pages 9 and 10, completed to date, forwarded to the Bureau. The foregoing notations shall be signed by the commanding officer.

(7) No more than one extension of any duration after any single enlistment will be permitted without authority of the Bureau, except where necessary to provide for the cases outlined in D-1010 (1), Class 2.

(8) When a man enters into an agreement to extend enlistment, prepare original and two copies and forward a certified copy to the Bureau, retaining the original and one copy. Upon effective date of extension, complete the original agreement and forward to the Bureau. Enter on page 9 of the service record effective date and fact of extension beginning to run, giving number of years extended.

(9) Men who are under orders to, or who report to receiving ships or receiving stations for discharge will not be permitted to extend their enlistments.

(10) A man legally retained in service beyond the normal date of expiration of enlistment, who is serving in an indefinite extension, may voluntarily execute an agreement to extend his enlistment for a definite period, in accordance with the provisions of this article, such extension to be effective from the date agreement to extend is executed.

D-1007. ENLISTMENT ALLOWANCE ON EXTENSION OF ENLISTMENT.

(1) Upon extension of an enlistment for 2, 3, or 4 years, or when the aggregate of extensions equals 2, 3, or 4 years, a man is entitled to credit for an enlistment allowance. But one enlistment allowance shall be credited for extensions of the same original enlistment and the total of all extensions is considered as one extension. Attention is invited to article D-1005 (2) and (3).

(2) When a man is discharged within three months of the expiration of his enlistment, as extended for absence due to misconduct, the period between the date of early discharge and the date discharge otherwise would have occurred shall be considered as time served for the purpose of computing reenlistment allowance. See Article D-9104 (1).

D-1008. MEN REJECTED PHYSICALLY UPON APPLICATION FOR REENLISTMENT OR EXTENSION OF ENLISTMENT.—In cases of men who apply for reenlistment or for extension of enlistment and are rejected on account of not being physically qualified, the examining surgeon shall state specifically the cause for rejection.

D-1009. CHECKAGE OF PAY FOR FRAUDULENT ENLISTMENT.—Upon receipt of information by a commanding officer of any ship or station to the effect that any enlisted man of his command enlisted fraudulently, he will immediately notify the disbursing officer to suspend payment of monthly pay to the man concerned until it is definitely determined if the enlistment is fraudulent. If he is to be discharged from the naval service because of fraudulent enlistment, he will not be paid monthly money from the date the fraud was first reported. If the enlistment was fraudulent, but the man's retention is authorized he will then be restored to a full-pay status from date of suspension and paid all money that would have been due him if this account had not been suspended.

D-1010. ELIGIBILITY OF ENLISTED MEN FOR TRANSFER TO THE FLEET RESERVE AFTER 16 OR 20 YEARS' SERVICE.

(1) An enlisted man who has been or shall hereafter be discharged, after completing the service required for transfer to the Fleet Reserve, will not be reenlisted unless he first executes a written statement to the effect that, in consideration of his being accepted for reenlistment, he voluntarily waives his right to transfer to the Fleet Reserve until he shall have completed 2 years of service under such reenlistment. Enlisted men who desire to extend their enlistment after they have completed the required service for transfer to the Fleet Reserve will not be permitted to make such extension unless they first

execute a waiver, similar to that required for reenlistment, except in the case of the following classes of men, as indicated below:

Class 1: The following enlisted men who have completed 19 years' service but less than 20 years' service, for transfer to the Fleet Reserve may extend their enlistment 1 year without executing the waiver required in paragraph (1) above:

- (a) Those serving in a regular 4- or 6-year enlistment.
- (b) Those serving in a first, second, or third year of an extension.

Class 2: Enlisted men who have completed more than 18 years' service but less than 19 years' service, for transfer to the Fleet Reserve may extend or reenlist for any term of years without executing the waiver required in paragraph (1) above, provided that an aggregate of 4 successive years in extensions is not exceeded or that they do not reenlist for any term other than 4 or 6 years.

Class 3: The following enlisted men who are serving in the fourth year of an extension may reenlist without executing the waiver required in paragraph (1) above:

- (a) Those who have more than 18 years' service and less than 20 years' service for transfer to the Fleet Reserve.

D-1011. REENLISTMENT OF MARRIED MEN.—(1) Men in pay grades 5, 6, and 7, who are married, may be reenlisted in the Navy or permitted to extend their current enlistment, at the discretion of the commanding officer: *Provided*, (a) No valid complaints have been made against the man for nonpayment of debts; (b) no valid complaints have been made against the man for nonsupport of wife and child (children), if any; (c) an adequate allotment is registered for support of wife and child (children), if any; (d) the man is considered desirable material for retention in the naval service.

(2) When married men in pay grades 5, 6, and 7 have not fulfilled the above requirements and are discharged and do not reenlist on board, the commanding officer shall enter on their discharge certificate: "Not recommended for reenlistment." The commanding officer shall also enter on pages 9 and 10 of their record, when not recommended for reenlistment, a concise statement as to manner in which Article D-1011 (1) has not been fulfilled.

CHAPTER 2

IDENTIFICATION

D-2001. FINGERPRINTS, GENERAL INSTRUCTIONS.—

(1) The fingerprints of men first enlisting or reenlisting in the Regular Navy or the Naval Reserve shall be made on page 3 of the service record.

(2) In the case of men first enlisting in the Regular Navy or the Naval Reserve, fingerprints shall be made on form B. N. P. 680 and forwarded to the Bureau in the same envelope with the shipping articles and securely clipped thereto.

(3) In the case of men reenlisting in the Regular Navy or the Naval Reserve, fingerprints shall be made as directed on form B. N. P. 681 and forwarded to the Bureau in the same envelop with the shipping articles and securely clipped thereto.

(4) A space is provided on each discharge form for the rolled impression of the right index finger. This impression is to be certified by the medical officer.

(5) Whenever a service record of a man on first enlistment is discovered that does not contain his fingerprints on page 3, they shall be made thereon and form B. N. P. 680 properly filled out and forwarded immediately to the Bureau.

D-2002. IDENTIFICATION RECORD AND INSTRUCTIONS ON OBTAINING FINGERPRINTS.—

(1) A sample identification record, prepared by an expert, with instructions, is furnished to each recruiting station, receiving ship, and vessel in commission. This sample represents the only satisfactory standard and no record should be forwarded that does not meet this standard.

(2) Commanding officers should assure themselves that sufficient personnel on board are carefully instructed in the procedure required in making satisfactory fingerprints and that they familiarize themselves with the instructions issued. They should be required to practice making imprints until they become proficient.

(3) Detailed instructions are contained in the booklet, "How to obtain good fingerprints", issued by the Bureau of Naval Personnel, and in the Manual of the Medical Department, issued by the Bureau of Medicine and Surgery.

D-2003. USE OF FINGERPRINT RECORDS.—

(1) Before the enlistment allowance is paid, a comparison of the fingerprint impression on the discharge shall be made with a similar impression made by the man who presents the discharge, in order that possible fraud may be prevented.

(2) Whenever, in the opinion of the commanding officer, there is liability of fraud in the cashing of pay receipts by enlisted men, they shall be required to make simultaneous impressions of the four fingers of the right hand, on the back of pay receipts at the time of cashing them. In case of fraud, the pay receipt in question should be forwarded for comparison with the imprints on file with the records in the Bureau.

(3) Safes and receptacles for money and valuable papers should be thoroughly cleaned and washed at least once a month. In case of theft or robbery latent fingerprints recently made are easily developed and identified. If the impression is on a dark surface, glass, or metal, sprinkle with gray powder or aluminum dust and if on a surface of light color, sprinkle with graphite or powdered

charcoal. Use a camel's hair brush or blow off the powder in order to bring out the print clearly.

(4) The use of fingerprints is valuable in identifying dead bodies. In the case of a body recovered from water it is usually necessary to smooth out the skin on the bulb of the finger by injecting water with a hypodermic syringe.

The fingerprint on the identification tag shall always be compared with prints taken from the body before considering the tag as conclusive evidence.

D-2004. IDENTIFICATION TAGS—GENERAL.—

(1) In time of war or other emergency, or when directed by competent authority, individual identification tags shall be prepared and worn by all persons in the naval service. These tags are to be worn suspended about the neck or wrist. Monel wire is furnished by the Government, but Monel-metal chain may be used, if desired, at the individual's own expense.

(2) The identification tag for officers and enlisted men of the Navy consists of an oval plate of Monel metal 1.25 by 1.50 inches, perforated at each end and suspended about the neck or wrist by a Monel wire incased in a cotton sleeve. On one side the following information will be embossed by the graphotype machine:

(a) Name.

(b) Officer's rank or man's service number.

(c) Type of blood, and if the man has received tetanus toxoid, the letter "T" with date (T 8/40) to so indicate.

(d) At one end of the tag the letters, "USN," "USNR," "USMC," or "USMCR," whichever may be appropriate will be placed.

(3) On the reverse side of the tag, a fingerprint of the officer's or the man's right index finger will be etched.

D-2005. PREPARATION OF IDENTIFICATION TAGS.—

(1) The tags, chemicals, and equipment required may be obtained on requisition from the commandants at the Navy Yards, New York, N. Y., Mare Island, Calif., and Cavite, P. I.

(2) The preparation of the tags shall be done by members of the Hospital Corps. Commanding officers should assure themselves that sufficient personnel are proficient in the preparation of the tags.

(3) Detailed instructions with regard to the preparation of the tags will be found in the Manual of the Medical Department, issued by the Bureau of Medicine and Surgery.

D-2006. RETURN OF UNFIT MATERIAL USED IN IDENTIFICATION.—

(1) All spoiled identification tags should be forwarded to the supply officer, navy yard, New York, for melting down.

(2) All ink rollers and frames rendered unfit for use should be forwarded to the Bureau of Naval Personnel for reconditioning.

CHAPTER 3

TRANSPORTATION

All instructions concerning travel will be found in the U. S. Navy Travel Instructions.

CHAPTER 4

SERVICE RECORDS AND REPORTS OF ENLISTED MEN

D-4001. SERVICE RECORD; GENERAL INSTRUCTIONS.

(1) Service records of enlisted men should be carefully safeguarded, in order that unauthorized persons may not have access to them.

(2) Entries in service records shall be made only by those given such authority by the commanding officer.

(3) All marks and other entries not requiring the signature of the commanding officer shall be verified by the executive officer.

(4) All marks and other entries should be promptly entered either at the end of a quarter or at date of occurrence as may be required by these instructions.

(5) All entries on the cover and on the inside pages of the service record shall be typewritten. In the case of entries and signatures in pen, black or red ink only shall be used.

(6) Erasures, interlineations, and the use of ditto marks in service records are prohibited. Should an error be made, a light red ink line should be drawn through the erroneous entry and the commanding or executive officer should enter his initials alongside it in ink.

(7) All correspondence with regard to a man, reports of examining boards and similar papers, shall be filed in the pocket attached to the inside of the front cover of the service record.

(8) When additional sheets 9-10 are required, they should be inserted and numbered 9a, 9b, 9c, 10a, 10b, 10c, etc.

(9) When effecting transfers, original and duplicate pages 9-10 should be entered and signed and both forwarded in the record to the ship or station to which the man is transferred. When the man is received on board the appropriate entries and signatures should be made and the duplicate pages 9-10 forwarded immediately to the Bureau. (See Art. D-4021 for detailed instructions.) (See also Art. D-4002 (2) and D-4002 (3) (q) concerning preparation of third copy of page 9 for immediate forwarding direct to Bureau at time of transfer.)

(10) When a man is transferred to a hospital not under naval jurisdiction, and the ship to which he is attached is about to sail from the vicinity, his records and accounts shall be forwarded to the Commandant of the Naval District in which the hospital is located, with full statement of facts. (See Article D-7010).

(11) Service records of men serving under temporary appointment in warrant or commissioned grades shall be carried by their commanding officers, and kept up to date, except as to assignment of marks. They shall be forwarded to the command where the man is to serve in a temporary officer status.

D-4002. SERVICE RECORD; WHEN FORWARDED TO BUREAU.

(1) The entire service record shall be forwarded to the Bureau when closed out on account of cancellation, discharge, desertion, death, retirement, or transfer to the Fleet Reserve. Closed out service records, duplicate pages 9-10, and other

completed reports which are required to be sent to the Bureau shall not be accompanied by a letter or transmittal.

(2) Duplicate of pages 7-8 (beneficiary slip) shall be forwarded whenever one is sworn to.

(3) Duplicates of pages 9, 9a, 9b, etc., shall be forwarded whenever an entry is made of a change of status requiring a report to the Bureau in accordance with the provisions of this manual, or other current instructions. These occasions include:

- (a) Delivery to or return from custody of civil authorities.
- (b) Surrender or delivery from desertion.
- (c) Receipt on board.
- (d) Change of rating.
- (e) Acting appointment issued.
- (f) Effective date of extension of enlistment.
- (g) Request for authority to discharge men not in first enlistment with bad conduct, undesirable, or inaptitude discharges.
- (h) Recommendation for examination for warrant rank.
- (i) Recommendation for placing name on eligibility list for advancement.
- (j) Assignment to detached duty not of a temporary nature.
- (k) Completion of each 3-year period of service for pay purposes to and including the tenth such period.
- (l) Recommendation for advancement of man.
- (m) Recruits at training stations transferred to nearby hospitals, showing entrance and discharge to and from hospital.
- (n) Receipt of good conduct medal or pin, entry to show date appearing on award, and to be signed by enlisted man concerned.
- (o) Convictions by civil authorities (accompanied by letter showing full and complete report of). To apply only in cases involving moral turpitude, or considered serious enough to bring to the attention of Bureau for decision as to discharge or retention.
- (p) Execution of any agreement effecting transfer to the Fleet Reserve.
- (q) Transfer from ship or station.

D-4003. SERVICE NUMBERS.

(1) Service numbers are assigned to enlisted men upon first enlistment. These numbers will continue throughout their entire service, regardless of whether such service is continuous or broken.

(2) Should it be discovered at any time that the record of a man does not contain his service number, the bureau should be immediately notified and requested to assign him a number.

(3) No reports or correspondence in regard to enlisted men by name will be considered complete without the service numbers of the men concerned.

D-4004. SERVICE RECORD; SIGNATURES REQUIRED.

(1) The signature of the recruiting officer is required at time of enlistment on page 2.

(2) The signature of the commanding officer is required on page 9 for each entry regarding change of rating, courts-martial or deck courts, commendatory action, and offenses committed with the punishments awarded.

(3) The signature of the commanding officer is required on pages 9, 11, and 12 when the record is closed out, in case of cancellation, discharge, desertion, death, retirement, or transfer to the Fleet Reserve.

(4) The signature of the commanding officer is required on page 9 at time of transfer or receipt of man. This may be stamped with the name of the commanding officer and initialed either by himself or by an officer designated.

(5) The signature of the commanding officer is required on page 6 for entries regarding absence from duty.

(6) The signature of the executive officer is required on page 5 for entries regarding authorized leave.

(7) The signature of the executive officer is required to each entry on page 10. This may be the initials only.

(8) The signature of the medical officer is required at time of enlistment on page 4.

(9) The signature of the disbursing officer is required at time of enlistment on page 2.

(10) The signature of the officer authorized to administer oaths is required in duplicate on page 8, at time beneficiary slip is sworn to.

(11) The signature of the enlisted man is required at time of enlistment on page 4.

(12) All signatures on copies of page 9 may be stamped and initialed. All signatures on copies of page 10 may be stamped only.

D-4005. CONTINUOUS-SERVICE CERTIFICATES.

(1) A continuous-service certificate will be issued by the bureau to any man who, having been discharged under honorable conditions and recommended for reenlistment, reenlists within three months from date of such discharge.

(2) When a man has agreed to extend his enlistment he will be issued a continuous-service certificate at the completion of his original four years.

(3) The bureau will issue a continuous-service certificate upon receipt of the original discharge properly indorsed as to the fact of reenlisting, with the date on the back, by the commanding officer of the ship or station, or the officer in charge of the recruiting station. The discharge must also include a statement of the amount of enlistment allowance credited to the man's account, signed by the officer making the credit. In order that this statement may be properly entered, the discharge of a man reenlisting under continuous service at a recruiting station will be forwarded to the bureau via the ship or station to which the man is transferred.

(4) The original discharge will be returned with the continuous-service certificate and may be delivered to the man or kept with the service record, if he so desires.

(5) Entries in continuous-service certificates will be made by typewriter using standard-sized type. Entries to be made in the continuous-service certificate include enlistments, extensions, discharges, transfers, receipts, quarterly marks, changes in rating (including acting and permanent appointments to chief petty officer and officers' chief steward and cook ratings), appointments to warrant or commissioned grades; training courses, classification tests and service schools completed, with final marks attained; medals awarded; letters of commendation received; and meritorious mast awards. Entries shall also be made showing the result of general classification tests, arithmetic tests, mechanical tests, and any other tests given men at any time, and showing completion of instruction in service school. Entries shall be made at date of discharge of total net service for pay purposes. In case of desertion no notation whatever is to be made on the certificate.

(6) Marks in continuous-service certificates shall correspond with entries in service records. *In time of war*, periodical entries in continuous-service certificates shall be discontinued. Upon discharge, copy onto the continuous-service certificate, from current service record, the entries that are ordinarily required, including the copied signatures of prior entries. Only the final personal signature of the commanding officer will be required on continuous-service certificates

upon discharge, which will be accepted as verification of all previous entries and signatures as copied from current service record.

(7) A discharge certificate shall be issued to a man regardless of whether or not he holds a continuous-service certificate.

(8) Continuous-service certificates are the property of the individual men to whom issued. They shall be retained in the custody of commanding officers, kept up to date, and delivered to men upon discharge from each enlistment, transfer to the Fleet Reserve, retirement, or when an enlisted man is permanently appointed to officer grade. In the cases of enlisted men temporarily appointed to warrant or commissioned grade, the continuous-service certificate shall be retained in the custody of commanding officers and kept up to date, except that no quarterly marks are to be assigned or entered therein.

D-4006. WEEKLY REPORT FROM RECEIVING SHIPS.

(1) The commanding officer of a receiving ship should assure himself that the weekly report of men available, Form B. N. P. 626, includes every man available for general detail.

(2) If any man whose name appears as on general detail is unavailable for immediate transfer for any reason, a notation to that effect, showing the cause of unavailability, should be placed on the back of the form.

D-4007. REPORT OF PERSONNEL.

(1) Every ship in commission (including receiving ships), and every administrative unit on shore within the continental United States, for which a complement (allowance) has been issued, shall submit to the Bureau, on Form B. N. P. 625, a monthly report of enlisted personnel on the first day of each month. This report shall show the ratings aboard after advancements made on the first of the month have been effected. Administrative units on shore beyond the continental United States shall submit similar report on the first day of each quarter.

(2) These reports will be submitted in accordance with approved operating allowances; for example, the Bureau issues one allowance sheet for all communication activities in a district; therefore, the vacancy report from that unit should include all the activities for which the approved allowance provides. Care should be exercised to make these reports of value by insuring their correctness.

(3) Under column headed "Prospective losses" the following information only will be shown.

(a) Men whose enlistments expire within 3 months and who, after interview, have positively indicated that they will not extend their enlistments or reenlist for duty on board. Those men who are not certain as to their intentions at time of interview should not be included.

(b) Men for whom orders are on board for transfer to other duty of a permanent nature.

(c) Approved applications for transfer to the Fleet Reserve.

(d) Approved applications for transfer to the retired list.

(4) On back of reports submitted from shore stations will be entered a list of men whose tours of shore duty have expired or will expire within 3 months following date of the report. Give name in full, rating, service number, date reported for shore duty, and date of expiration of enlistment. The date reported for shore duty is the date of current tour, regardless of whether the man has been transferred or has been discharged or reenlisted during that period. If there are no men in the command in the above category, a statement to that effect shall be entered.

(5) Commandants of all naval districts, including the Severn and Potomac River Naval Commands, the Commanding Generals, Marine Barracks, Quantico, Va., and Parris Island, S. C., and other independent shore commands not coming within the jurisdiction of a naval district shall submit annually on October 1st a report to the Bureau on form B. N. P. 638 (letter form). This report shall include all enlisted personnel on active duty within the command, assigning each man to some subordinate activity, i. e., operating force, under instruction at service schools, under training at training stations, patients in hospitals, prisoners, general detail, etc.

(6) Instructions will be issued by the Bureau at intervals, directing that entries be made on the reverse of form B. N. P. 625, listing special qualifications and proficiency of men on board. Specialties or designations so reported are intended as a guide to the Bureau and to administrative commands in assigning men to duty where their services may be utilized in the specialty for which they have received training, or in which they are proficient.

(7) (a) As forms B. N. P. 625 and B. N. P. 638 are the Bureau's only source of information regarding the detailed distribution of enlisted personnel, it is essential that these reports be accurately made out and submitted promptly and that the two reports agree for the same activities on the same date. Every man on shore must be shown both on forms B. N. P. 625 and B. N. P. 638.

(b) All men, except recruits as noted in the next sentence, who are transferred to hospitals or hospital ships as patients and all men who are transferred as students to class A, class B, or class C service schools will be permanently detached from the commands from which sent and not carried as "on board." Recruits undergoing training at a training station who are sent to a nearby hospital for treatment, and who are to be returned to the training station on completion of treatment, need not be detached from the training station during the period of hospitalization.

(c) All men who are separated from their permanent ship or station on temporary duty of any other nature than described in (b), above will be carried by their permanent command as "on board" unless these commanding officers receive definite information that such men cannot be returned. It should be the effort of the commanding officers of commands to which the above men are temporarily attached to return them to their respective ships or stations immediately upon completion of their temporary duty. If it is impracticable to do this, the commanding officers of the commands to which the men are temporarily attached will so notify the commanding officers of the commands from which the men are received, giving reasons therefor. Upon receipt of such information the men need no longer be carried as "on board."

(8) Particular care shall be taken that entries required on the reverse of form B. N. P. 625 are made. If no names are to be entered, the word "none" should be used where appropriate.

(9) (a) Administrative commands afloat, Atlantic and Pacific Fleets (including force and type commanders); Commandants of Naval Districts within the continental limits of the United States, including the Severn and Potomac River Naval Commands; Air Operational Training Commands; and Commanders, Sea Frontier Forces, shall forward to the Bureau as soon as possible after the first day of each calendar month, a summarized report of enlisted personnel for their commands, using form B. N. P. 625 for this purpose.

(b) Commandants of Naval Districts beyond the continental limits of the United States, and administrative commands afloat other than those included under subparagraph (a) above, shall forward similar summarized reports as soon as possible after the first day of each quarter.

(c) Particular care should be exercised to make these reports of value in the replacement feature.

(d) Instructions will be promulgated from time to time outlining certain data which the Bureau requires be included on the reverse of quarterly summarized report, form B. N. P. 625.

(10) (a) Administrative commands afloat, Atlantic and Pacific Fleets, (including type and force commanders) shall submit, annually, by letter to the Bureau, the total number of passengers on board the ships under their commands as of October 1st. If letter report will not reach the Bureau by October 20th, submit report by despatch. The number of patients on board hospital ships should be shown separately.

(b) Administrative commands afloat, other than Atlantic and Pacific commands (including type and force commanders); all naval transportation service ships; and ships on independent duty not attached to any of the commands mentioned in this paragraph, or in (a) above, shall submit by despatch as of October 1st the same data required under (a) above. If this report will reach the Bureau by October 20th, submit report by letter. The number of patients on board hospital ships should be shown separately.

D-4008. MUSTER ROLL.

(1) A muster roll shall be made out on the last day of each quarter and forwarded to the Bureau, showing the name of every enlisted man attached to each ship, station, aviation squadron or unit. A muster roll, separate from the regular crew muster roll, shall be submitted for any aviation squadron or unit attached to a vessel or station. Instructions for preparing the muster roll will be found on the forwarding sheet of the muster roll form B. N. P. 605.

(2) In case of disaster, it is imperative that the Bureau have complete and accurate lists of personnel actually on board. Therefore the requirements of article 20 (2) Navy Regulations and the provisions of this article, must be complied with strictly. The data from these reports are used to furnish lists of personnel involved, in connection with legal benefits and to notify next of kin in the event of disaster.

(3) In all cases of vessels sailing from one port to another, form B. N. P. 605b shall be submitted prior to sailing showing all changes in crew since last report. These changes should not be shown on subsequent reports, but form B. N. P. 605b should clearly indicate "NO CHANGES" if appropriate. Form B. N. P. 605b "Passengers" and Form 605c, showing all other persons taking passage on the vessel also shall be submitted as required by instructions.

In addition to the "Detailed Instructions" on form B. N. P. 605, the following shall be observed:

- (a) Forms B. N. P. 353, officers, changes in; B. N. P. 352, officers received, detached or orders received; and B. N. P. 605a, 605b, and 605c, muster roll changes, must be submitted promptly.
- (b) Include on form B. N. P. 605b, under "Report of Changes" all changes in naval personnel, both officers and enlisted men. These shall be separate reports for officers and separate for enlisted men.
- (c) Include on form B. N. P. 605b, under "passengers" all enlisted naval passengers. (Personnel on board for transportation only.)

- (d) Submit additional B. N. P. 605b, headed "Absentees," including therein all officers and enlisted personnel regularly attached who are not actually on board at sailing, including reason therefor, such as leave, over-leave, temporary duty, hospitalization, etc., and give present station or address. Report return of absentees on form B. N. P. 605b.
 - (e) Include on form B. N. P. 605c, under "List of nonenlisted passengers," officers of the Navy and all other passengers on board except enlisted naval passengers. Include home address and next of kin for all passengers except those in the military or naval service.
 - (f) Prior to every sailing into dangerous waters, submit above reports to Bureau by fastest mail, and if sailing with a task group, deliver copies to at least two vessels of that group, and deliver, or transmit copy to nearest naval shore activity for transmission by radio to Bureau, if later circumstances warrant. Indicate distribution on all copies.
 - (g) In case of receipt or transfer of personnel after sailing, send this information to at least two ships in company, if practicable, and submit special report on such changes after arrival in port, or sooner if possible.
- (4) The following shall apply to merchant vessels not fully manned by the Navy:
- (a) District Commandants will direct Port Directors or other appropriate officers, at each port in the district, to comply with the following instructions. Similarly, at advanced bases, or at other overseas activities not under District Commandants, the senior naval officer present ashore shall comply. In general, the officer to comply shall be the officer controlling or directly concerned with the movement of the merchant ship. Should there be no such naval officer ashore, the senior naval officer in the ship concerned shall comply.
 - (b) When officers and enlisted men of the Navy, Naval Reserve, Coast Guard, Coast Guard Reserve, and officers of the Coast and Geodetic Survey and Public Health Service are placed on board or removed from merchant vessels not fully manned by the Navy, the appropriate officer as designated in paragraph 4 (a) will submit required reports to the Bureau by fastest mail, except that from ports on the Gulf and East Coasts of continental United States, ordinary mail will be satisfactory. When overseas mail service is involved, a duplicate copy shall be forwarded by separate mail service, that is, not in the same convoy, plane or group of planes, etc. When transfers are accomplished at sea, or at places having no mail service, both the transferring and receiving vessels shall, if at all practicable, deliver copies of the appropriate report to at least two other ships in company, or if there be none, then to each other; and such reports shall be placed in regular mail service at the earliest opportunity. Indicate distribution on all copies.
 - (c) The following reports covering personnel listed in paragraph 4 (b) are required for merchant vessels not Navy manned:
 - (1) When first placed on board as of date of departure from initial port, a complete muster roll, forms B. N. P. 605 a and B. N. P. 605 b to show ships and stations from which received.

- (2) When additional personnel are subsequently placed on board, or personnel are subsequently removed, as of date of departure from place where occurring, a report of changes, form B. N. P. 605 b.
- (3) When applicable, a report of absentees.
- (d) These reports should be alphabetically arranged, officers leading, under headings indicating the reason for being on board, viz:
 - (1) Armed Guard gun crew, communication group, hospital group, or other appropriate heading where duty is primarily with the ship.
 - (2) Passengers, or personnel who are placed in the ship for transportation. Indicate destination, grouping alphabetically those for same destination. Where destinations have been indicated by project name or number, in Bureau orders, use project designation only.
- (e) When forms B. N. P. 605 a and 605 b are not available, or when only a few personnel are to be included, the indicated information may be typed, or legibly written. The minimum information required is:
 - 1. **MUSTER ROLL:** Full name, with surname to left, first name written out and initials used only for middle names, if any; service number; present rank or rating; branch of service and designation.
 - 2. **REPORT OF CHANGES:** The same data as muster roll; place to which transferred or from which received; date of occurrence; reason for transfer or receipt on board.
 - 3. **REPORT OF ABSENTEES:** The full name, rate, service number and probable date of return on board, personnel absent from ship upon departure, when the names of such personnel have been included in any list as "on board."

(5) In the event of a landing party under arms leaving the ship for other than drill or parade purposes form B. N. P. 605 a showing the names of all personnel in the landing party shall be forwarded to the Chief of Naval Personnel as early as possible. This report should be clearly captioned "Special Report of Landing Party Under Arms."

(6) The primary purpose of Muster Roll reports is to furnish the Bureau with a chronological and unbroken record of the physical presence of enlisted men of the regular navy, Naval Reserves of all classes, and retired men on active duty, regardless of the location of their records. No exceptions should be made between men received for temporary duty and for other purposes of short duration. In general, muster rolls when submitted are not required to agree with any other personnel report as to the number remaining on board and carried forward on the muster roll count.

(7) Officer personnel and passenger changes are not to be included in Form B. N. P. 605 d, recapitulation of crew.

D-4009. ABBREVIATIONS ON MUSTER ROLLS, SERVICE RECORDS, ETC.—
In order to secure uniformity, the following abbreviations shall be used in preparing muster rolls and making entries in service and other records where it is impracticable to enter the words in full:

Received.....	Rec.
Transferred.....	Tran.
Deserted.....	Des.
Change in rating.....	C. R.

Died.....	Died.
Detached duty.....	Det. D.
Retired.....	Ret.
Furloughed without pay.....	Fur. W. O. P.
Released from active duty.....	R. A. D.
Recalled to active duty.....	Rec. A. D.
Extended enlistment.....	Ex En.
Enlisted on board.....	En. O. B.
Reenlisted.....	Reen.
Honorable discharge.....	Hon. Disc.
Ordinary discharge.....	Ord. Disc.
Inaptitude discharge.....	Inap. Disc.
Undesirable discharge.....	Und. Disc.
Dishonorable discharge.....	Dish. Disc.
Bad-conduct discharge.....	B. C. Disc.
Physical-disability discharge.....	Disc. M. S.
Discharge by special order.....	Spec. Ord. Disc.

D-4010. GUNNERY RECORD—GENERAL INSTRUCTIONS.

(1) Care shall be exercised that a man's gunnery record, as included in his service record, is kept up to date in accordance with the instructions contained elsewhere in this chapter.

(2) Upon closing out the service record for any reason both copies of the gunnery record sheet will be forwarded to the bureau except in the case of a man who reenlists on the same ship or station. In this case the original gunnery record shall be transferred to the new service record and the copy only sent to the bureau.

(3) In case a man reenlists under continuous service at a station other than the one from which discharged, the bureau will, without request, forward one copy of the gunnery record of his previous enlistments to the commanding officer of his new ship or station.

(4) Gunnery records will be kept in duplicate for the current enlistment. One copy only of previous gunnery records will remain with the service record.

(For detailed instructions, see art. D-4021 (1) (g).)

D-4011. PERSONNEL REPORTS TO OTHER BUREAUS.—

(1) When the rating of a man is changed to that of Hospital Corpsman, or when the rating of a Hospital Corpsman is changed, forms N. M. S. H. C. 1 and 3 are to be forwarded to the Bureau of Medicine and Surgery.

(2) When a Hospital Corpsman is transferred (other than temporary assignment), form N. M. S. H. C. 3 is to be forwarded to the Bureau of Medicine and Surgery.

(3) A copy of all reports on form B. N. P. 625 from air stations, aircraft squadrons, and other aviation detachments assigned separate allowances is to be forwarded to the Bureau of Aeronautics.

D-4012. PERSONNEL ACCOUNTING.—The system of personnel accounting described below is prescribed as standard for all ships and stations. This system consists of three books—(a) received book, (b) transfer book, and (c) ration book; and three sets of cards—(d) muster cards, (e) expiration of enlistment cards, and (f) allowance cards.

D-4013. THE RECEIVED BOOK.—The received book, which is made by typewriter on plain paper kept in an S. & A. binder supplied for form 331, must show the name, rate, and service number of all men received, completed for each day. In the following sample the first column of numbers indicates the serial number of the receipt of the men since the beginning of the commission

or installation of this system and this block of numbers continues throughout the commission. The second column of numbers indicates the serial number of the receipt of the men beginning each day. The last number in the first column will necessarily show at any time the total number of men received during the present commission, and the last number in the second column will show the total number of men received during the day. The star (*) (or a red check mark) is made when the man's papers have been received and the dagger (†) (or a black check mark) indicates that the Bureau of Naval Personnel has been notified on duplicate pages 9 and 10 of service record. The numeral 625 in the margin indicates that the report of personnel, form B. N. P. 625, has been forwarded, including the day indicated by the marginal entry.

SAMPLE SHEET FROM RECEIVED BOOK

Received this date				14 March 1921			
2026	*106	Speer, Wilburn Albright	259	22	80	F3c	U.S.N.
2027	*107	Starr, Stephen	193	91	31	F3c	U.S.N.
2028	*108	Stinebaugh, Charles F	194	30	31	F3c	U.S.N.
2029	*109	Stone, Oscar Lee	267	31	37	F3c	U.S.N.
2030	*110	Strauss, George Henry	253	11	73	F3c	U.S.N.
2031	*111	Tinnirella, Michael	206	45	93	S2c	U.S.N.
2032	*112	Tito, Nicholas	227	76	11	S2c	U.S.N.
2033	*113	Trotter, J. J	200	38	00	QM3c	U.S.N.
2034	*114	Tyler, Garrison C	265	22	02	S2c	U.S.N.
2035	*115	Vaughn, Clarence Otis	262	10	31	QM3c	U.S.N.
2036	*116	Wapinskie, Michael	250	06	80	S2c	U.S.N.
2037	*117	Wavra, Albert	163	20	66	COMM	U.S.N.
2038	*118	Whitt, James Arthur	261	16	76	S2c	U.S.N.
2039	*119	William, John	265	09	20	MA2c	U.S.N.
2040	*120	Willis, Richard Lee	164	53	055	MA1c	U.S.N.
2041	*121	Windhorst, Herman John	213	51	63	F1c	U.S.N.
2042	*122	Wittington, Joseph S	335	88	07	Mus2c	U.S.N.
2043	*123	Wittman, Fred John G	214	14	23	S2c	U.S.N.
625 †2044	*124	Zatwatski, Joseph Anton	144	58	80	MM2c	U.S.N.

Received this date				21 March 1921			
†2045	*1	Hildebrand, Ernest W	294	76	16	EM3c	U.S.N.

Received this date				22 March 1921			
†2046	*1	Hill, Edward Vance	265	19	22	EM3c	U.S.N.

Received this date				24 March 1921			
2047	*1	Vest, Fran James	270	02	72	Y2c	U.S.N.
†2048	*2	Hill, Dewey	(None)			WT1c	U.S.N.

Received this date				30 March 1921			
2049	*1	Timberlake, James Ford	294	80	49	Bkr2c	U.S.N.
2050	*2	Brubaker, Emerson Ruben	294	81	71	F3c	U.S.N.
625 †2051	*3	Jordan, Edgar Lee	294	82	06	F3c	U.S.N.

END OF THE QUARTER, 31 MARCH 1921

Received this date				6 April 1921			
†2052	*1	Rowell, William Lawrence	200	23	60	Mus1c	U.S.N.

NOTE.—In actual practice it will be simpler and more convenient to use a red check mark to indicate when the man's papers have been received and a black check mark when the Bureau has been notified.

D-4014. THE TRANSFER BOOK.—The transfer book is prepared exactly like the received book and contains the name, rate, and service number of each man removed from the crew, completed each day. The serial numbers in the first column start with and continue through the commission. The serial numbers in the second column start with and continue each day. The star (*) (or a red check mark) indicates complete transfer of papers. The numeral 625 indicates forwarding of report of personnel, form B. N. P. 625.

SAMPLE OF TRANSFER BOOK

Transferred this date			19 March 1921		
748	*154	Liddle, Lester Edward.....	239	16	04 S2c U.S.N.
749	*155	Brown, Elton Fisher.....	113	53	20 GM1c U.S.N.
750	*156	Snoddy, Fred.....	294	81	08 F3c U.S.N.
751	*157	Mehaffey, George Roney.....	294	80	43 S2c U.S.N.
752	*158	Schuessler, John Edward.....	213	78	50 S1c U.S.N.
753	*159	Garren, Thomas Ray.....	294	80	54 S2c U.S.N.
754	*160	Barger, William.....	110	35	00 F2c U.S.N.
755	*161	Walker, Horace Lee.....	162	52	87 F2c U.S.N.
756	*162	Thistlewaite, Charles J.....	238	03	26 S2c U.S.N.
757	*163	Harmony, Joseph Stephen.....	213	58	25 CM1c U.S.N.
758	*164	Windhorst, Herman John.....	213	51	63 F1c U.S.N.
625 759	*165	Wilson, William Walter.....	213	52	49 S2c U.S.N.
Transferred this date			20 March 1921		
760	*1	Cook, William.....	294	80	29 F2c U.S.N.
761	*2	Lovejoy, Herbert William.....	465	00	19 S1c U.S.N.
762	*3	McClellan, Albert Edward.....	133	35	82 BM2c U.S.N.
763	*4	Robinson, Clarence Henry.....	183	87	43 EM2c U.S.N.
764	*5	Thornton, Lenord Rolling.....	262	03	92 F2c U.S.N.
Transferred this date			21 March 1921		
765	*1	Blaylock, Dessie Fay.....	294	81	82 S2c U.S.N.
766	*2	Moore, Edgar Beverly.....	257	56	56 F2c U.S.N.
767	*3	Murray, Royal Hector.....	239	15	30 EM3c U.S.N.
768	*4	Trusch, John.....	222	61	19 F2c U.S.N.
Transferred this date			22 March 1921		
769	*1	Guill, Richard Abner.....	267	00	56 EM2c U.S.N.
Transferred this date			23 March 1921		
770	*1	Bean, Alonzo Rosecran.....	290	67	59 S2c U.S.N.
771	*2	Burnett, Harry.....	265	06	98 S2c U.S.N.
772	*3	Colle, Lester Joseph.....	294	73	13 S2c U.S.N.
773	*4	Pluskota, John Stephen.....	227	92	49 S2c U.S.N.
Transferred this date			25 March 1921		
774	*1	Figueroa, Valeriano.....	420	51	25 MA2c U.S.N.
775	*2	Rowell, William Paurence.....	200	23	60 Music U.S.N.
Transferred this date			28 March 1921		
776	*1	Harrington, James Lewis.....	200	40	99 S1c U.S.N.
777	*2	Marcum, William Clarence.....	294	75	16 S1c U.S.N.
778	*3	Holland, Oscar Arion.....	294	78	16 EM2c U.S.N.
779	*4	Holmes, Sherman.....	294	81	16 S2c U.S.N.
780	*5	Smallen, Lester William.....	294	79	44 S2c U.S.N.
781	*6	Chance, William Arlie.....	294	73	58 S2c U.S.N.
625 782	*7	Walker, William Bryan.....	261	01	15 F1c U.S.N.

D-4015. THE RATION BOOK.—The recapitulation sheet shows at top of columns 2 and 3 the numbers brought forward from previous recapitulation. The number of marines is obtained each day from the marine officer and entered in its proper column. For subsequent days the received and transfer books yield their totals for the day, and it is obvious that the total on board column equals the difference between columns 2 and 3 plus the number of marines in column 4, thereby giving the ration issues for that day. The ration memorandum and commuted ration list are self-explanatory.

SAMPLE OF RECAPITULATION SHEET

Date	Navy		Ma- rines	Total on board	Date	Navy		Ma- rines	Total on board
	Re- ceived	Trans- ferred				Re- ceived	Trans- ferred		
March	1,902	593	76	1,385	-----	-----	-----	-----	-----
11	0	0	76	1,835	-----	-----	-----	-----	-----
12	0	0	76	1,835	-----	-----	-----	-----	-----
13	18	0	76	1,403	-----	-----	-----	-----	-----
14	124	1	75	1,525	-----	-----	-----	-----	-----
15	0	0	75	1,525	-----	-----	-----	-----	-----
16	0	0	75	1,525	-----	-----	-----	-----	-----
17	0	0	75	1,525	-----	-----	-----	-----	-----
18	0	0	75	1,525	-----	-----	-----	-----	-----
19	0	165	75	1,360	-----	-----	-----	-----	-----
20	0	5	73	1,353	-----	-----	-----	-----	-----
21	1	4	73	1,350	-----	-----	-----	-----	-----
22	1	1	73	1,350	-----	-----	-----	-----	-----
22	0	4	73	1,346	-----	-----	-----	-----	-----
24	2	0	73	1,348	-----	-----	-----	-----	-----
25	0	2	73	1,346	-----	-----	-----	-----	-----
26	0	0	73	1,346	-----	-----	-----	-----	-----
27	0	0	73	1,346	-----	-----	-----	-----	-----
28	0	8	73	1,338	-----	-----	-----	-----	-----
29	0	0	73	1,338	-----	-----	-----	-----	-----
30	3	0	73	1,341	-----	-----	-----	-----	-----
31	0	0	73	1,341	-----	-----	-----	-----	-----
April	2,051	783	73	1,341	-----	-----	-----	-----	-----
1	0	0	73	1,341	-----	-----	-----	-----	-----

S. and A. Form No. 27. Revised 1924.

U. S. S. -----

Monthly ration memorandum

Day of month	Total enlisted complement attached to vessel	Number absent	Number sick in hospital	Total number, crew and marines, on board	Number of supernumeraries on board		Number on leave subsisted on board	Total number of rations to be issued in kind		Total number of rations to be commuted	
					Navy	Marines		Navy	Marines	Navy	Marines
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
Total											

I hereby certify that the above is a correct recapitulation of the Daily Muster Reports for the month ending -----, 194..

-----, U. S. Navy,
Executive Officer.

The SUPPLY OFFICER.

INSTRUCTIONS

1. On vessels carrying a supply officer, this form to be posted daily from the Daily Reports of Muster—S. and A. Form 27 (a)—by the executive officer, signed and transmitted in triplicate to the supply officer at the end of the month. The originals for the quarter and one signed copy of each will be forwarded by the supply officer with the Provision Return.

2. On vessels not carrying a supply officer, this form to be posted daily by the commanding officer, signed and transmitted with the Monthly Ration Record (S. and A. Form No. 45).

3. In column 1 should be entered for each day the total number of enlisted men attached to the vessel i. e., the total number whose accounts are carried on the pay rolls.

4. In columns 2 and 3 should be entered for each day the number of enlisted men included in column 1 who are absent from the ship as per the printed headings of those columns.

5. In column 4 should be entered for each day the difference between column 1 and the total of columns 2 and 3.

6. In columns 8 and 9 should be entered for each day the total of columns 4, 5, 6, and 7, less columns 10 and 11, the numbers thus entered in columns 8 and 9 being the number of rations entitled to be issued in kind.

B. N. P. 614

SAMPLE OF COMMUTED RATION LIST

MESS FOR MONTH OF MARCH 1921.

Surname, Christian, middle	Rate	Pay No.
Ahern, John	C.W.T.	970
Amidon, Earl Francis	C.Y.	7
Bauers, Joseph	C.B.M.	386
Bollman, George Leslie	C.Prtr.	48
Bolton, Ernest Warren	C.Y.	1477
Brown, John Franklin	C.W.T.	25
Byrne, Patrick Joseph	C.W.T.	46
Burs, Charles A.	C.M.M.	35
Collup, Floyd Ingham	C.Q.M.	21
Cornell, James Henry	C.B.M.	440
Crowley, John Alonzo	C.T.O.	31
Deviny, Edward Daniel	C.M.M.	17
Daly, John Leo	C.S.K.	5
Ever, Danforth Dunn	C.B.M.	1363
Borden, Alfred Rutledge	C.M.M.	11

COMMUTED RATIONS

Surname, Christian, middle	Rate	Pay No.
Froehlich, Emil Adolph	C.E.M.	1360
Glavin, James Christopher	C.T.O.	54
Graham, George	C.W.T.	31
Haenke, Henry E.	C.Ph.M.	92
Hawkins, James Harvey	C.Y.	3
Hayes, John Joseph	C.M.M.	39
Hayte, Frank Robert	C.G.M.	181
Hickey, Thomas Patrick	C.M.M.	16
Hubert, Ralph Spencer	C.B.M.	76
Hunter, Raymond Lake	C.C.M.	41
Isley, George Oscar	C.Q.M.	52
Ix, John Peter	C.M.M.	10
Jackson, Asher Hardy	C.W.T.	45
Kent, Frank	C.Q.M.	42
Kirkwood, Harry N.	C.T.O.	43

COMMUTED RATIONS, CHIEF PETTY OFFICERS

Surname, Christian, middle	Rate	Pay No.
Ahern, John	C.W.T.	970
Amidon, Earl Francis	C.Y.	7
Bauers, Joseph	C.B.M.	386
Bollman, George Leslie	C.Prtr.	48
Bolton, Ernest Warren	C.Y.	1477
Brown, John Franklin	C.W.T.	25
Byrne, Patrick Joseph	C.W.T.	46
Burs, Charles A.	C.M.M.	35
Collup, Floyd Ingham	C.Q.M.	21
Cornell, James Henry	C.B.M.	440
Crowley, John Alonzo	C.T.O.	31
Deviny, Edward Daniel	C.M.M.	17
Daly, John Leo	C.S.K.	5
Ever, Danforth Dunn	C.B.M.	1363
Borden, Alfred Rutledge	C.M.M.	11

MESS FOR MONTH OF

Surname, Christian, middle	Rate	Pay No.
Froehlich, Emil Adolph	C.E.M.	1360
Glavin, James Christopher	C.T.O.	54
Graham, George	C.W.T.	31
Haenke, Henry E.	C.Ph.M.	92
Hawkins, James Harvey	C.Y.	3
Hayes, John Joseph	C.M.M.	39
Hayte, Frank Robert	C.G.M.	181
Hickey, Thomas Patrick	C.M.M.	16
Hubert, Ralph Spencer	C.B.M.	76
Hunter, Raymond Lake	C.C.M.	41
Isley, George Oscar	C.Q.M.	52
Ix, John Peter	C.M.M.	10
Jackson, Asher Hardy	C.W.T.	45
Kent, Frank	C.Q.M.	42
Kirkwood, Harry N.	C.T.O.	43

D-4016. THE MUSTER CARD.—

Trans.-No. 758. Received-No. 2041	(1) Surname		Christian	Middle	(2) Service number
	Pay number		(3) Rating—Last Roll	(4) Present rate	
	(5) Date of enlistment			(6) Place of enlistment	
	(7) Branch of service				
	Rec'd		(8)	(9)	From
	(8)	(9) Date	(10) Place and remarks		
Muster card B. N. P. 617					

Items (1), (2), (3), (4), (5), (6), (7), (8), (9), and (10) are required for muster roll. The duplicate numbers (8), (9), and (10) are used for any changes in status that may have occurred since date of reporting on board. The received and transferred numbers on the left margin are obtained from the received and transferred books. Blank spaces on the card should be used to indicate the man's division on board ship.

D-4017. THE EXPIRATION OF ENLISTMENT CARD.

B. N. P. 615. Expiration of Enlistment Card		
(Day)	(Month)	(Year)
(Surname)	(Christian)	(Middle)
(Rate)		

This card is self-explanatory.

D-4018. THE ALLOWANCE CARD.—

(Surname) day of	(Christian) 19	(Middle)	(Division and rate) C. S. C.
(Enlistment expires)	(Service number)	Stamp letters C. S. C. when continuous service certificate is received	

[Front]

B. N. P. 612. Allowance card.			
U. S. S.			
Date, 19			
To: (Name on other side.)			
You will report immediately to the following-named officers for examination and the settlement of all necessary matters preliminary to your (discharge) (transfer to			
):			
By			
Comdr. U. S. N., Executive Officer.			
To—	Time reported	Time released	Signature of officer to whom reported
Medical officer			
Supply officer			
Commissary store officer			
Ship's service store			
Division officer			
First lieutenant			
Chaplain			
Mail clerk			
Educational officer			
Officer of the deck			
Deliver papers. Enter in log. This card must, without fail, be returned to executive officer.			

[Back]

These allowance cards should, if practicable, be filed in a visible index system in alphabetical order by ratings. A red card at the top of each different class of ratings should show the authorized allowance in that rating. This card also acts as a check on the complete transfer of a man, and the complete file shows immediately the number on board in any single rating.

This system can be inaugurated on any ship or station at the beginning of any quarter by taking the total number of men on board and entering their names on the received book pages, making out the necessary muster cards, allowance cards, and expiration of enlistment cards. The system follows then day by day as changes occur.

D-4019. INSPECTIONS.—The system of personnel accounting should be included in all periodical inspections of the command, contemplated in article 689, Navy Regulations, 1920.

D-4020. ANNUAL CENSUS REPORT.

(1) Every ship in commission, or in commission in reserve, including receiving ships, and every administrative unit on shore, shall submit an annual report of the personnel on board as of midnight, December 31.

(2) The manner in which the annual census is to be prepared and submitted, and the detailed information which is to be included therein, will be promulgated to the service each year by circular letter or Alnav.

(3) Special care should be exercised in the preparation and verification.

(4) These reports will be forwarded as soon as practicable after December 31, of each year.

D-4021. SERVICE RECORD—DETAILED INSTRUCTIONS.

(1) The service record, form B. N. P. 601, consists of a binder cover containing looseleaf pages as follows:

(a) Pages 1-2 contain personal data and abstract of shipping articles. These are filled out upon enlistment and reenlistment. Send no copy to Bureau.

(b) Pages 3-4 contain identification record and description list. These are filled out upon enlistment and reenlistment. Send no copy to Bureau.

(c) Pages 5-6 contain data regarding authorized leave and absence from from duty. These are filled out as occurring. Send no copy to Bureau.

(d) Pages 7-8 are the beneficiary slip. These are filled out upon enlistment or reenlistment, whenever any change occurs in the data entered thereon, and semi-annually on April 1 and October 1. The beneficiary slip shall contain the following certifications:

"I certify that there has been no change in condition of dependency between-----and-----."

"I certify that I will inform my commanding officer immediately of any changes in marital status, or conditions of dependency, or of voluntary occupancy of public quarters by my dependents."

The beneficiary slip is used as a substantiating pay roll voucher for crediting of dependents quarters allowance to enlisted men of pay grades 1, 2 and 3. It is imperative that the Bureau have a correct beneficiary slip for every enlisted man on active duty, including the latest address of next of kin, in event of casualty, and in connection with claims for dependents quarters allowance, family allowances and death gratuity. Send copy to Bureau immediately.

(e) Pages 9-10 are the chronological record of service during enlistment. See article D-4022 for full information regarding entries to be made therein and article D-4002 (3) regarding when to send copies to Bureau.

(f) Pages 11-12 are the closing out and summary sheet for the enlistment. These are filled out upon cancelation of enlistment, discharge, desertion, death, retirement, or transfer to the Fleet Reserve. The commanding officer of the ship or station from which the man is discharged is responsible for the complete filling out of page 12.

(g) The gunnery record forms an essential part of the service record when appropriate. The data required shall be entered as occurring and includes:

(1) Date qualified as gun pointer, with class, calibre of gun, and score attained.

- (2) Date qualified as gun-director pointer, with class, whether qualified by practice or by examination.
 - (3) Date qualified as gun range-finder operator.
 - (4) Date qualified as gun captain, second-class, by examination or as first-class by practice, indicating in the latter case the caliber of gun and score attained.
 - (5) Date of stationing and relief from detail at gun, gun director, or gun range finder of the type at which qualified.
 - (6) Date and location of range when qualified as expert rifleman or sharpshooter.
 - (7) Date of lapse of qualification due to expiration of time limit or to requalification.
 - (8) See Article D-4010 regarding disposition of duplicate copies.
 - (9) Date of qualification as master horizontal bomber or as master horizontal bombing pilot.
 - (10) Details of any participation in aerial bombing, camera, or machine gunnery, whether or not qualified.
- (h) Service school record pages 4-A and 4-B to be prepared only when a man is selected for a service school or completes a Navy training course.
- (1) When a man is selected for a service school or takes a Navy training course, the ship or station on which the man is serving should prepare in duplicate pages 4-A and B of service school record. On page 4-A in space provided for that purpose, enter name, rating held when selected for the course, service number, ship or station from which sent to school, date, and school for which selected.
 - (2) Complete the headings at the top of page 4-B. Enter score made on general classification test and other standard tests.
 - (3) Upon separation from the school either upon completion of course, or for any other reason, complete the headings on pages 4-A and 4-B, retain original in the service record, and forward duplicate to the Bureau.
 - (4) Upon a man's immediate reenlistment on the same ship or station, pages 4-A and 4-B will be removed from the completed service record before forwarding to the Bureau and placed in the new record. When a man does not reenlist immediately the service record will be forwarded to the Bureau complete, and upon reenlistment, the Bureau will forward pages 4-A and 4-B to the ship or station to which attached for insertion in his current service record.
- (i) Pages 4-C and 4-D, Record of Completion of Practical Factors for Advancement in Rating.
- (1) Pages 4-C and 4-D (original only) shall be inserted in the service record, Form B. N. P. 601, of each man in the Naval service (no copy is required by the Bureau).
 - (2) When all practical factors required for advancement to a rating are completed, make entry. When a man is transferred or does not reenlist immediately, enter all practical factors completed prior to transfer or discharge.

- (3) Pages 4-C and 4-D shall be handled in the same manner as pages 4-A and 4-B in (h) (4) above.
- (4) Page 4-D, Record of Advancements. This table is to be filled in upon advancement (No copy is required by the Bureau).

D-4022. SERVICE RECORD—DETAILED INSTRUCTIONS (PP. 9-10).

(1) It is intended that pages 9-10 shall show a full chronological record of service. Duplicate copies shall be sent to the Bureau in accordance with Article D-4002 (3), and D-4021.

(2) When a man is received on board, the data required by the printed form at the top of page 9 shall be filled out. Particular care should be taken in the cases of chief petty officers, and officers' chief stewards and cooks, to indicate whether serving under acting or permanent appointment. In the blank space of page 9 shall be entered the data required in this article. When a man is transferred, the date, authority for the transfer, and the ship or station to which transferred, is to be entered in the printed form at the bottom of page 9, and the original and duplicate copy forwarded with the service record to the new station. Upon receipt on board the remainder of the entries required at bottom of page 9 shall be filled out and duplicate forwarded to the Bureau. For all purposes after transfer from one activity and before reporting at next station to which ordered, the man concerned is considered attached to the latter command.

A third copy of page 9 of service record shall be prepared when a man is transferred, in addition to the original and duplicate copies referred to above. This third copy of page 9 shall be forwarded at time of transfer *direct* to the Bureau.

(3) Should a man be transferred as a passenger to a new station via a transporting vessel, such vessel shall enter in blank space on page 9 either by typewriter or stamp the date received on board. No other entries should be made in the record during such passage except in case of some unusual circumstance, such as death, desertion, commendatory or disciplinary action. In this case, the receipt shall be completed on the last page 9 and a new page 9 opened for the purpose of making the necessary entries and taking appropriate action with regard to the service record itself.

(4) Additional sheets required shall be lettered thus—9a, 9b, etc.

(5) The following entries are required on page 9:

- (a) Data regarding absence resulting in straggling and desertion. (See arts. D-8003 and D-8005.)
- (b) Amount of enlistment allowance credited upon extension of enlistment. (See art. D-1007.)
- (c) Issuance and revocation of acting and permanent appointments giving rating held before change of status. (See arts. D-5110, 5111, 5112.)
- (d) Reduction in rating giving rating from which and to which reduced and quoting authority therefor. (See art. D-5113.)
- (e) Notation of any change made in date or place of birth or other change made in pages 1-2, quoting authority therefor. (See art. D-9109.)
- (f) Change in rating without advancement or reduction giving rating from which and to which transferred, quoting authority therefor. (See art. D-5114.)
- (g) Full information regarding the nature of the discharge issued and reasons therefor, quoting authority where appropriate. (See ch. 9.)

- (h) If naturalized while in the service, entry giving date of naturalization, title, and location of court that granted certificate. (See art. D-10201.)
- (i) Notation of circumstances and estimated value of articles of clothing destroyed to prevent the spread of disease. (See art. D-10114 (8).)
- (j) In case of clothing lost in marine disaster or fire, brief account of the disaster and estimated value of articles destroyed; also whether reimbursed in cash or by issuance of clothing in kind. (See art. D-10114).
- (k) Brief statement of all special or meritorious conduct worthy of mention or commendation.
- (l) Brief statement of any commendation received, giving date and by whom commended. File copy of such letters in pocket of service record.
- (m) Entries of offenses committed for which punishments were awarded by commanding officer, giving date of offense, date of punishment. (See art. D-8017 (1), (2).)
- (n) Entry of specifications, charges, finding, and sentence of all courts-martial or deck courts, including date of trial and date and nature of action of convening authority and of immediate superior in command where appropriate. (See art. D-8017 (3), (4).)
- (o) Entry of death, giving date, place, and cause (also whether death occurred in line or not in line of duty and whether or not resulting from own intemperate use of drugs or alcoholic liquors, or other misconduct. Include in this entry information regarding insurance and disposition of effects. (See art. D-9601 (5).) If death or serious injury occurs while on authorized leave or liberty, enter on page 9 of service record, date and hour leave or liberty commenced, period of time for which granted, and whether absence was leave or liberty. (See art. D-9601 (6).)
- (p) In case of delivery or surrender of straggler or deserter, head new page 9 and enter in remarks space circumstances of return, whether surrendered or delivered, place and date of being taken into custody of a naval guard or of his surrender, whether absent over leave or without leave, date of commencement of unauthorized absence, number of days absent and from what command; also disposition made of man concerned and amount of transportation furnished, if any. Forward pages 9-10 in duplicate to next command, if transferred, wherefrom sheet will be handled as in regular transfer. Enter data regarding payment of reward. (See arts. D-8001 (3), 8003, 8006, 8007.)
- (q) Entry regarding removal of mark of desertion. (See arts. D-8004, 8008.)
- (r) Entry regarding detail to detached duty. If of a temporary nature, do not forward page 9 to Bureau. If of a permanent nature, such as duty at radio-compass stations, for example, when accounts and records are kept at headquarters, send duplicate copy of page 9 to Bureau.
- (s) Entry regarding any special detail or any special duties which carry additional compensation, giving date of detail or qualification and date of relief from detail, revocation, or lapse of qualification. Enter authority where appropriate. When eligibility to extra compensation ceases, enter statement whether or not extra compensation has been paid in full. (See art. D-5326.)

- (t) Entry regarding circumstances and nature of any disability incurred or accident occurring while serving in the Navy, including line of duty or misconduct status thereof.
- (u) Entry regarding designation and revocation of designation as seamen signalmen or seamen radiomen. (See arts. D-5323, 5324.)
- (v) If man is retained in service past the original date of expiration of enlistment, give reasons for retention and whether retained for public interest in accordance with article 1422 of the Revised Statutes. If retained to make good time lost due to misconduct, give number of days and check to entries on pag 6. (See art. D-9104.)
- (w) Entry regarding date and result of examinations for advancement. File copy of report in pocket of service record. (See art. D-5105.)
- (x) Entry regarding agreements to extend enlistment entered into. When a man enters into an agreement to extend enlistment, prepare original and two copies and forward a certified copy to the Bureau, retaining the original and one copy. Upon effective date of extension, complete the original agreement and forward to the Bureau. Enter on page 9 effective date and fact of extension beginning to run, giving number of years extended. Make notation of character of discharge to which otherwise entitled. (See art. D-1006.)
- (y) Entry of date of issuance of flight orders, and date of revocation or suspension. Do not send copies to Bureau at time of entry, unless submission is required by other instructions.
- (z) Entry of date and fact of completion of each three-year period of net service for pay purposes to and including the tenth such period. Forward duplicate copies of pages 9 and 10 to the Bureau. (See arts. D-4002(3) (k) and D-9116.)
- (aa) Entry of date of award and date of receipt of all medals, crosses, and badges. In case of good-conduct medals and pins enter the period for which awarded. (See Part A.)
- (bb) Entry of amount of award in prize money and year or occasion for which awarded. Also enter whether payment has been made.
- (cc) Entry of recommendation to the bureau for advancement to an enlisted rating or to warrant rank.
- (dd) Entry of retirement, giving effective date, authority, and location.
- (ee) Entry of transfer to the Fleet Reserve, giving effective date, authority, and location; also class of reserve to which transferred, home address, naval district to which reserve record was forwarded, date released from active duty, and last date to which entitled to draw active duty pay; also travel allowance to which entitled and amount paid.
- (ff) Entry of any waivers of transportation or travel allowance agreed to by the man. File signed waivers in pocket of service record.
- (hh) Entry of fact that man has signed a statement that no reasons exist that will necessitate a request for a special order discharge. File signed copy of statement in pocket of service record. (See art. E-5405 (2) (h).)
- (ii) Entry of date that commutation of rations began and the date of receipts of allowances in lieu of subsistence or/and quarters. Enter date of discontinuance. (See arts. D-10106, 10107, 10108, 10109.)

- (jj) Entry regarding date of qualification and designation as master diver, diver first class, or diver second class. Date of lapse of qualification, revocation of designation, requalification, redesignation, of, as master diver, diver first class, or diver second class. Number, length (time), depth (feet), of dives made for requalification as master diver, diver first class, or diver second class. (See (s) above and art. D-5326.)
- (kk) Upon transfer, brief statement of man's qualifications for advancement. If a nonrated man, state the petty officer rating for which striking.
- (ll) Entry of date and place sent ashore, and date returned to the vessel, when men are sent ashore as a part of a landing force for protection of life or property, or for preserving order. Should there be an armed engagement, or should a man perform any particular act worthy of mention, appropriate entry will be made on page 9 of service record.
- (6) The following entries are required on page 10:
- (a) *Column 1.*—Date of each separate entry.
 - (b) *Column 2.*—Rate held at date of each separate entry.
 - (c) *Column 3.*—Proficiency in rating. Mark entered quarterly and upon transfer even though less than one month. Mark also entered when record closed out for any reason and whenever duplicate copies of pages 9-10 are sent to bureau. (See arts. D-8018 (2), (3), and 8020.)
 - (d) *Column 4.*—Seamanship. Enter mark as in column 3 for every man holding rating of the seaman branch and other ratings when appropriate.
 - (e) *Column 5.*—Mechanical ability. Enter mark as in column 3 for every man holding rating of the artificer, artificer (E. R. F.), or aviation branches and other ratings when appropriate.
 - (f) *Column 6.*—Ability as leader of men. (See art. D-8018 (5).)
 - (g) *Column 7.*—Special qualification or special detail. Enter whenever detailed to or qualified for any special duty, including
 - Divers.
 - Mining technicians.
 - Pigeon men.
 - Lighter-than-air duty.
 - Watch and clock repairs.
 - Electric welders.
 - Acetylene welders.
 - Parachute men.
 - Aviation instrument men.
 - Instructors of recruits.
 - Instructors of service schools.
 - Cooks qualified as bakers.
 - Gyrocompass.
 - Sound operators (other than soundmen).
 - Optical repairmen.
 - Radar operators (other than radarmen).
 - Radiomen qualified in aircraft.
 - Mail clerks.
 - Qualified submarine men.

Foreign language interpreters and translators.
 Motion-picture projectionists.
 Operators of special machinery (State machinery).
 Stenographers (other than chief and first-class yeomen).
 X-ray technicians.
 Dental technicians.
 Laboratory technicians.
 Miscellaneous (barbers, butchers, tailors, laundrymen, cobblers).
 Ability as bomb sight mechanic.

NOTE.—Gunnery details and qualifications entered in gunnery record and on page 9.

- (h) Column 8.—Conduct. Enter mark as in column 3. (See arts. D-8018, 8019, 8020.)
- (i) Column 9.—Initials of executive officer. Type name of executive officer. Full signature or initial only required for verification.
- (j) Final average.—It is essential that final average of all marks in columns 3, 4, 5, 6, and 8 be computed and entered whenever the service record is closed out for any reason (including desertion).

(7) Wherever two or more marks are assigned in the same column during one quarter, the average of these shall be the quarterly mark for that column, except that in a case involving misconduct or disciplinary action a quarterly mark shall not be higher than the maximum mark for that column prescribed in current instructions. For a period greater than one quarter, the average mark in any column shall be the average of all the quarterly marks in that column.

D-4023. MUSICIANS, QUARTERLY REPORT OF.

(1) All ships and stations having musician ratings on board, shall submit to the Bureau of Naval Personnel a quarterly report of musicians, on Form B. N. P. 623, on the first day of each quarter.

(2) The names of men who are actually filling a billet in the approved complement or allowance will be shown in Part I of this report. In a nonrated man, other than of a musician rating, is filling a billet, his name should appear in Part I. Musicians in excess will be entered in Part II. Instrumentation, name in full, rate, date reported for present sea or shore duty, additional instruments qualified to play, and next shore or sea duty desired, should be reported. Instructions for completing Form B. N. P. 623 appear on the reverse of form, which also lists the approved instrumentation for the different sized bands and orchestra.

(3) As instrumentation, rather than ratings, forms the basis for distribution and assignment to duty of musicians, the importance of the quarterly report of musicians is obvious.

CHAPTER 5

ADVANCEMENT IN RATING

Section 1. GENERAL

D-5101. RATINGS, ABBREVIATIONS, AND PAY GRADES.—The following ratings have been established; attention is invited to the necessity of using the designations and abbreviations as given:

Rating	Abbreviations	Pay grade
Seaman branch:		
Chief boatswain's mate.....	CBM.....	1
Boatswain's mate, first class.....	BM1c.....	2
Boatswain's mate, second class.....	BM2c.....	3
Coxswain.....	Cox.....	4
Chief turret captain.....	CTC.....	1
Turret captain, first class.....	TC1c.....	2
Chief gunner's mate.....	CGM.....	1
Gunner's mate, first class.....	GM1c.....	2
Gunner's mate, second class.....	GM2c.....	3
Gunner's mate, third class.....	GM3c.....	4
Chief torpedoman's mate.....	CTM.....	1
Torpedoman's mate, first class.....	TM1c.....	2
Torpedoman's mate, second class.....	TM2c.....	3
Torpedoman's mate, third class.....	TM3c.....	4
Chief quartermaster.....	CQM.....	1
Quartermaster, first class.....	QM1c.....	2
Quartermaster, second class.....	QM2c.....	3
Quartermaster, third class.....	QM3c.....	4
Chief signalman.....	CSM.....	1
Signalman, first class.....	SM1c.....	2
Signalman, second class.....	SM2c.....	3
Signalman, third class.....	SM3c.....	4
Chief fire controlman.....	CFC.....	1
Fire controlman, first class.....	FC1c.....	2
Fire controlman, second class.....	FC2c.....	3
Fire controlman, third class.....	FC3c.....	4
Seaman, first class.....	S1c.....	5
Seaman, second class.....	S2c.....	6
Apprentice seaman.....	AS.....	7
Artificer branch:		
Chief electrician's mate.....	CEM.....	1
Electrician's mate, first class.....	EM1c.....	2
Electrician's mate, second class.....	EM2c.....	3
Electrician's mate, third class.....	EM3c.....	4
Chief radioman.....	CRM.....	1
Radioman, first class.....	RM1c.....	2
Radioman, second class.....	RM2c.....	3
Radioman, third class.....	RM3c.....	4
Chief carpenter's mate.....	CCM.....	1
Carpenter's mate, first class.....	CM1c.....	2
Carpenter's mate, second class.....	CM2c.....	3
Carpenter's mate, third class.....	CM3c.....	4
Chief shipfitter.....	CSF.....	1
Shipfitter, first class.....	SF1c.....	2
Shipfitter, second class.....	SF2c.....	3
Shipfitter, third class.....	SF3c.....	4
Patternmaker, first class.....	PM1c.....	2
Patternmaker, second class.....	PM2c.....	3
Chief radio technician.....	CRT.....	1
Radio technician, first class.....	RT1c.....	2
Radio technician, second class.....	RT2c.....	3
Radio technician, third class.....	RT3c.....	4
Radarman, second class.....	RdM2c.....	3
Radarman, third class.....	RdM3c.....	4
Soundman, second class.....	SoM2c.....	3
Soundman, third class.....	SoM3c.....	4
Chief printer.....	CPrtr.....	1
Printer, first class.....	Prt1c.....	2

Rating	Abbreviations	Pay grade
Artificer branch—Continued.		
Printer, second class	Prtr2c	3
Printer, third class	Prtr3c	4
Painter, first class	Ptr1c	2
Painter, second class	Ptr2c	3
Painter, third class	Ptr3c	4
Chief telegrapher ¹	CT	1
Telegrapher, first class ¹	T1c	2
Telegrapher, second class ¹	T2c	3
Telegrapher, third class ¹	T3c	4
Artificer branch—engine-room force:		
Chief machinist's mate	CMM	1
Machinist's mate, first class	MM1c	2
Machinist's mate, second class	MM2c	3
Chief motor machinist's mate	CMMoMM	1
Motor machinist's mate, first class	MoMM1c	2
Motor machinist's mate, second class	MoMM2c	3
Chief water tender	CWT	1
Water tender, first class	WT1c	2
Water tender, second class	WT2c	3
Chief boilermaker	CB	1
Boilermaker, first class	B1c	2
Boilermaker, second class	B2c	3
Chief metalsmith	CM	1
Metalsmith, first class	M1c	2
Metalsmith, second class	M2c	3
Molder, first class	Ml1c	2
Molder, second class	Ml2c	3
Fireman, first class	F1c	4
Fireman, second class	F2c	5
Fireman, third class	F3c	6
Aviation branch:		
Chief aviation pilot	CAP	1
Aviation pilot, first class	AP1c	2
Aviation pilot, second class	AP2c	3
Aviation chief machinist's mate	ACMM	1
Aviation machinist's mate, first class	AMM1c	2
Aviation machinist's mate, second class	AMM2c	3
Aviation machinist's mate, third class	AMM3c	4
Aviation chief electrician's mate	ACEM	1
Aviation electrician's mate, first class	AEM1c	2
Aviation electrician's mate, second class	AEM2c	3
Aviation electrician's mate, third class	AEM3c	4
Aviation chief radioman	ACRM	1
Aviation radioman, first class	ARM1c	2
Aviation radioman, second class	ARM2c	3
Aviation radioman, third class	ARM3c	4
Aviation chief metalsmith	ACM	1
Aviation metalsmith, first class	AM1c	2
Aviation metalsmith, second class	AM2c	3
Aviation metalsmith, third class	AM3c	4
Aviation chief ordnanceman	ACOM	1
Aviation ordnanceman, first class	AOM1c	2
Aviation ordnanceman, second class	AOM2c	3
Aviation ordnanceman, third class	AOM3c	4
Chief parachute rigger	CPR	1
Parachute rigger, first class	PR1c	2
Parachute rigger, second class	PR2c	3
Parachute rigger, third class	PR3c	4
Chief aerographer's mate	CAerM	1
Aerographer's mate, first class	AerM1c	2
Aerographer's mate, second class	AerM2c	3
Aerographer's mate, third class	AerM3c	4
Chief photographer's mate	CPhoM	1
Photographer's mate, first class	PhoM1c	2
Photographer's mate, second class	PhoM2c	3
Photographer's mate, third class	PhoM3c	4
Special branch:		
Chief yeoman	CY	1
Yeoman, first class	Y1c	2
Yeoman, second class	Y2c	3
Yeoman, third class	Y3c	4
Chief storekeeper	CSK	1
Storekeeper, first class	SK1c	2
Storekeeper, second class	SK2c	3
Storekeeper, third class	SK3c	4
Chief pharmacist's mate	CPhM	1
Pharmacist's mate, first class	PhM1c	2
Pharmacist's mate, second class	PhM2c	3
Pharmacist's mate, third class	PhM3c	4
Hospital apprentice, first class	HA1c	5
Hospital apprentice, second class	HA2c	6
Bandmaster	Bmstr	1

See footnote at end of table.

Rating	Abbreviations	Pay grade
Special branch—Continued.		
First musician.....	1stMus.....	2
Musician, first class.....	Mus1c.....	3
Musician, second class.....	Mus2c.....	5
Chief buglemaster.....	CBgmstr.....	1
Buglemaster, first class.....	Bgmstr1c.....	2
Buglemaster, second class.....	Bgmstr2c.....	3
Bugler, first class.....	Bug1c.....	5
Bugler, second class.....	Bug2c.....	6
Chief specialist ¹	CSp.....	1
Specialist, first class ¹	Sp1c.....	2
Specialist, second class ¹	Sp2c.....	3
Specialist, third class ¹	Sp3c.....	4
Commissary branch:		
Chief commissary steward.....	CCS.....	1
Ship's cook, first class.....	SC1c.....	2
Ship's cook, second class.....	SC2c.....	3
Ship's cook, third class.....	SC3c.....	4
Baker, first class.....	Bkr1c.....	2
Baker, second class.....	Bkr2c.....	3
Baker, third class.....	Bkr3c.....	4
Messman branch:		
Officers' chief steward.....	OCS.....	1
Officers' steward, first class.....	OS1c.....	2
Officers' steward, second class.....	OS2c.....	3
Officers' steward, third class.....	OS3c.....	4
Officers' chief cook.....	OCC.....	1
Officers' cook, first class.....	OC1c.....	2
Officers' cook, second class.....	OC2c.....	3
Officers' cook, third class.....	OC3c.....	4
Mess attendant, first class.....	MA1c.....	5
Mess attendant, second class.....	MA2c.....	6
Mess attendant, third class.....	MA3c.....	7

¹ Ratings not authorized in the Regular Navy.

In the case of men of the insular force the abbreviations will be the same as the corresponding rating in the Regular Navy, preceded by "Nat."

D-5102. PRECEDENCE OF RATINGS.—The following tables give the precedence of ratings by classes:

CHIEF PETTY OFFICERS

SEAMAN BRANCH

Chief boatswain's mate.
Chief turret captain.
Chief gunner's mate.
Chief torpedoman's mate.
Chief quartermaster.
Chief signalman.
Chief fire controlman.

ARTIFICER BRANCH

Chief electrician's mate.
Chief radioman.
Chief carpenter's mate.
Chief shipfitter.
Chief radio technician.
Chief printer.
Chief telegrapher.

ARTIFICER BRANCH—ENGINE ROOM FORCE

Chief machinist's mate.
Chief motor machinist's mate.

Chief water tender.
Chief boilermaker.
Chief metalsmith.

AVIATION BRANCH

Chief aviation pilot.
Aviation chief machinist's mate.
Aviation chief electrician's mate.
Aviation chief radioman.
Aviation chief metalsmith.
Aviation chief ordnanceman.
Chief parachute rigger.
Chief aerographer's mate.
Chief photographer's mate.

SPECIAL AND COMMISSARY BRANCH

Chief yeoman.
Chief storekeeper.
Chief commissary steward.
Chief pharmacist's mate.
Bandmaster.
Chief buglemaster.
Chief specialist.

PETTY OFFICERS, FIRST CLASS

SEAMAN BRANCH

Boatswain's mate, first class.
 Turret captain, first class.
 Gunner's mate, first class.
 Torpedoman's mate, first class.
 Quartermaster, first class.
 Signalman, first class.
 Fire controlman, first class.

ARTIFICER BRANCH

Electrician's mate, first class.
 Radioman, first class.
 Carpenter's mate, first class.
 Shipfitter, first class.
 Patternmaker, first class.
 Radio technician, first class.
 Printer, first class.
 Painter, first class.
 Telegrapher, first class.

ARTIFICER BRANCH—ENGINE ROOM FORCE

Machinist's mate, first class.
 Motor machinist's mate, first class.
 Water tender, first class.

Boilermaker, first class.
 Metalsmith, first class.
 Molder, first class.

AVIATION BRANCH

Aviation pilot, first class.
 Aviation machinist's mate, first class.
 Aviation electrician's mate, first class.
 Aviation radioman, first class.
 Aviation metalsmith, first class.
 Aviation ordnanceman, first class.
 Parachute rigger, first class.
 Aerographer's mate, first class.
 Photographer's mate, first class.

SPECIAL AND COMMISSARY BRANCH

Yeoman, first class.
 Storekeeper, first class.
 Pharmacist's mate, first class.
 Ship's cook, first class.
 Baker, first class.
 First musician.
 Buglemaster, first class.
 Specialist, first class.

PETTY OFFICERS, SECOND CLASS

SEAMAN BRANCH

Boatswain's mate, second class.
 Gunner's mate, second class.
 Torpedoman's mate, second class.
 Quartermaster, second class.
 Signalman, second class.
 Fire controlman, second class.

ARTIFICER BRANCH

Electrician's mate, second class.
 Radioman, second class.
 Carpenter's mate, second class.
 Shipfitter, second class.
 Patternmaker, second class.
 Radio technician, second class.
 Radarman, second class.
 Soundman, second class.
 Printer, second class.
 Painter, second class.
 Telegrapher, second class.

ARTIFICER BRANCH—ENGINE ROOM FORCE

Machinist's mate, second class.
 Motor machinist's mate, second class.

Water tender, second class.
 Boilermaker, second class.
 Metalsmith, second class.
 Molder, second class.

AVIATION BRANCH

Aviation pilot, second class.
 Aviation machinist's mate, second class.
 Aviation electrician's mate, second class.
 Aviation radioman, second class.
 Aviation metalsmith, second class.
 Aviation ordnanceman, second class.
 Parachute rigger, second class.
 Aerographer's mate, second class.
 Photographer's mate, second class.

SPECIAL AND COMMISSARY BRANCH

Yeoman, second class.
 Storekeeper, second class.
 Pharmacist's mate, second class.
 Ship's cook, second class.
 Baker, second class.
 Buglemaster, second class.
 Specialist, second class.

PETTY OFFICERS, THIRD CLASS

SEAMAN BRANCH

Coxswain.
 Gunner's mate, third class.
 Torpedoman's mate, third class.
 Quartermaster, third class.
 Signalman, third class.
 Fire controlman, third class.

ARTIFICER BRANCH

Electrician's mate, third class.
 Radioman, third class.
 Carpenter's mate, third class.
 Shipfitter, third class.
 Radio technician, third class.
 Radarman, third class.
 Soundman, third class.
 Printer, third class.
 Painter, third class.

Telegrapher, third class.

AVIATION BRANCH

Aviation machinist's mate, third class.
 Aviation electrician's mate, third class.
 Aviation radioman, third class.
 Aviation metalsmith, third class.
 Aviation ordnanceman, third class.
 Parachute rigger, third class.
 Aerographer's mate, third class.
 Photographer's mate, third class.

SPECIAL AND COMMISSARY BRANCH

Yeoman, third class.
 Storekeeper, third class.
 Pharmacist's mate, third class.
 Ship's cook, third class.
 Baker, third class.
 Specialist, third class.

D-5103. DISTRIBUTION OF RATINGS BY PAY GRADES.—The following distribution of ratings, by pay grades, has been authorized:

Grade	Class or Rating
1-----	Chief petty officers (permanent). Officers' chief stewards and cooks (permanent).
1-A ----	Chief petty officers (acting). Officers' chief stewards and cooks (acting).
2-----	Petty officers, first class. Officers' stewards and cooks, first class.
3-----	Petty officers, second class. Officers' stewards and cooks, second class. Musicians, first class.
4-----	Petty officers, third class. Firemen, first class. Officers, stewards and cooks, third class.
5-----	Nonrated men, first class (except firemen, first class, and musicians, first class). Firemen, second class. Musicians, second class. Mess attendants, first class.
6-----	Nonrated men, second class (except firemen, second class, and musicians, second class). Firemen, third class. Mess attendants, second class.
7-----	Nonrated men, third class (except firemen, third class). Mess attendants, third class.

D-5104. ADVANCEMENT IN RATING—GENERAL.

(1) Before a man may be advanced in rating he must—

- (a) Meet certain requirements as to length of service;
- (b) Meet certain requirements as to marks in proficiency in rating and conduct.
- (c) Have completed satisfactorily the Navy training course, where a suitable one is available for rating to which candidate is eligible for advancement.
- (d) Have satisfactorily completed course at a service school when required;
- (e) Qualify in the practical factors that are prescribed for his rating.
- (f) Pass satisfactorily a technical examination;
- (g) Be recommended by his commanding officer; and
- (h) The Bureau must have authorized advancements to the rating in question, either—
 - (1) By provisions of this manual, or special instructions contained in Bureau circular letters.
 - (2) By assignment of quotas to administrative commands;
 - (3) By order of commanding officer to fill vacancies; or
 - (4) From an eligible list maintained in the bureau.

(2) Current instructions from the bureau will indicate the method of advancement for particular ratings.

(3) In an effort to insure every man opportunity to demonstrate his practical ability in his rating so-called practical factors have been introduced under the General Qualifications for Petty Officers, and under the requirements for numerous ratings. As soon as a man is promoted he may commence the practical work for the next higher rating, and as each factor is completed to the satisfaction of his ship's officers a notation is made in his service record. All practical factors for the next higher rating must be completed and the completion noted in his record before a man may be considered eligible to take the examination for promotion. The practical factors are noncompetitive and no mark is assigned, on the assumption that the candidate either can or cannot perform the required tasks. The importance of the practical factors cannot be too strongly emphasized, providing, as they do, an opportunity for a man actually to prove his ability in the practical aspects of his ratings, and, in many instances, having the additional benefit of permitting him to demonstrate his ability as a leader. The completion of the practical factors should not be hurried. Generally there will be numerous opportunities for a man to qualify in his practical factors before he is eligible as to length of service for consideration for advancement in rating. During certain infrequent drills, such as the exercise of the landing force and drill with field piece, arrangements should be made to permit the maximum number of candidates to receive instruction or to qualify in pertinent practical factors.

D-5105. EXAMINING BOARDS.

(1) The examining board for all ratings below that of pay grade 1 shall consist of three officers. When practicable, at least one member shall be an officer with 2 years' active naval service. In the case of members of the hospital corps, the membership of the board shall include, when practicable, at least one medical officer. Examination for advancement to all aerographer ratings should, if practicable, be conducted by examining boards of which at least one officer is a qualified aerologist.

(2) The examining board for chief petty officers' ratings shall consist of three officers not below the rank of lieutenant (junior grade), at least one of whom must be not below that of lieutenant. If practicable, the board should be detailed from a ship or station other than that to which the candidate is attached. In cases of chief pharmacist's mates the board should, whenever practicable, consist of three medical officers, or of two medical officers and one pharmacist; in every case, however, at least one member must be a medical officer.

(3) Reports of examination shall be made on Form B. N. P. 624 in accordance with instructions printed thereon; special instructions regarding this form may be issued by circular letter as expedient for specific purposes. The first endorsement shall be completed and the report forwarded, as indicated, when change or advancement in rating is made, and upon submission of recommendation for change or advancement, unless current instructions direct otherwise.

(4) When men on detached duty become eligible for advancement and there is not a sufficient number of officers available to organize an examining board, commanding officers may authorize such men to report at their own expense to any nearby station or ship, for the purpose of being examined for advancement.

(5) Marks shall be assigned by the examining board on the following subjects:

(a) For nonrated men—

(1) Subjects which every man in the service must know (A-N), D-5201, in detail commensurate with the rating.

(2) Qualification for the individual rating as prescribed in this chapter of the manual.

(b) For petty officers and chief petty officers—

(1) General qualifications for petty officers as prescribed in article D-5202.

(2) Qualifications for the individual rating as prescribed in this chapter.

(6) The examination under each subject listed must be comprehensive enough for the board to assign a mark representative of the candidate's knowledge, from the practical viewpoint, and should avoid so-called catch questions and unimportant detail. In order to be recommended for advancement in rating by the examining board, a candidate must receive an average mark of at least 2.5 in each part of the examination listed under paragraphs 5 (a) and 5 (b) above. Certain subjects such as typing and shorthand for yeomen, require adherence to a set standard which a candidate *must* meet. There are also important subjects for other ratings, as for example, safety precautions for gunner's mates, which demand positive knowledge, any serious lack of which should result in a candidate being found "not qualified." In making its recommendation, the examining board is expected to use discretion and not recommend a candidate who is deficient in any subject listed as subheads (a), (b), etc., under the qualifications for the rating in question.

D-5106. SERVICE QUALIFICATIONS.

(1) *The service requirements for advancement as prescribed in this manual are the standard peacetime requirements and are subject to temporary modification at the discretion of the Chief of Naval Personnel during a national emergency or when conditions exist that make such changes desirable. Refer to current Bureau circular letters on the subject.*

(2) Men are qualified for examination for advancement in rating when they fulfill the requirements of service as provided below.

From pay grade	To pay grade	Service
(a) Normal:		
7-----	6	4 months naval service.
6-----	5	6 months in lower rating.
5-----	4	6 months in lower rating.
4-----	3	12 months in lower rating.
3-----	2	12 months in lower rating.
2-----	1-A	36 months in lower rating, 12 of which must be at sea.
1-A-----	1	12 months sea service as defined in D-5106 (2) with acting appointment.
(b) Exceptions:		
6 or 5. To FC3c, EM3c, RM3c, CM3c, SF3c, Ptr3c, Ptr3c, Y3c, SK3c, SC3c, Bkr3c, and all aviation ratings third class.	4	16 months naval service.
6, 5, or 4. To B2c, M12c, and M2c-----	3	28 months naval service.
5 Mus2c to Mus1c and Bugle to Bgmstr2c-----	3	28 months naval service.
6 S2c to S1c-----	5	6 months in pay grade 6.
6 F3c to F2c-----	5	6 months in pay grade 6.
6 HA2c to HA1c-----	5	6 months in pay grade 6.

(3) The sea service required prior to advancement to chief petty officer is service as first-class petty officer on vessels not attached to a shore station, as a member of the personnel of airships, in the field with marines beyond the continental limits of the United States, or, in the case of aviation ratings, with an aviation detachment or unit assigned to the forces afloat.

(4) Former service men who have lost continuous service may be recommended to the Bureau for advancement as special cases. These recommendations will be considered in accordance with the needs of the service and the record of the men concerned. Only in most exceptional cases can advancement be expected in this way, in order that injustice may not be done by advancing these men ahead of those who have maintained continuous service. Unless waiver is authorized by the Bureau, former service men, who have lost continuous service, must again fulfill the above requirements of 1 (a) prior to advancement in rating. In addition to again fulfilling the normal service requirements of 1 (a) the combined naval service of such former service men must total 16 months before advancement to petty officer, third class, and 28 months before advancement to petty officer, second class.

(5) Where the maintenance of waiting lists for advancement in rating is authorized, men are eligible for examination for such lists provided they fulfill the service requirements above as of the effective dates of advancement of the quotas for which they are being examined.

(6) For service qualifications necessary for advancement following reductions in ratings see Article D-5115.

D-5107. QUALIFICATIONS IN MARKS.—Men are qualified for advancement when they fulfill the requirements in marks as prescribed below, *subject to modification* by Bureau circular letter in time of war or national emergency.

To—	Proficiency in rating	Conduct
Seaman, second class.....	No requirements as to marks.....	No requirements as to marks.
Fireman, third class.....	do.....	Do.
Other nonrated grades except officers' steward and cook.	No mark less than 2.5 for preceding 6 months and not less than 3.5 for quarter preceding advancement.	No mark less than 2.5 and an average of not less than 3.5 for 6 months.
Officers' steward; officers' cook....	No mark less than 2.5 for preceding 12 months and not less than 3.5 for quarter preceding advancement.	No mark less than 3 and an average of not less than 3.5 for 1 year.
Lowest petty officer rating from nonrated grades.	do.....	Do.
Petty officer, second class, from third class.	No mark less than 3 and an average of not less than 3.5 for 1 year.	Do.
Petty officer, first class.....	do.....	Do.
Chief petty officer or officers' chief steward or cook.	No mark less than 3 and an average of not less than 3.5 for 2 years.	No mark less than 3 and an average of not less than 3.5 for 2 years.

D-5108. ADVANCEMENTS AUTHORIZED.

(1) Commanding officers are authorized to make advancements from ratings in pay grade 7 to next higher ratings in accordance with the below provisions, except that length of service periods indicated may be modified by circular letter in time of war or national emergency. (See Article D-5106 (1).) In cases of Naval Reservists on active duty, the periods of service indicated are active service periods, i. e., are not counted from date of enlistment, but from date of reporting for active duty.

(a) On completion of 4 months' service—

Apprentice seamen under instruction at elementary schools to firemen third class, seamen second class, or hospital apprentices second class, as appropriate.

Apprentice seamen to firemen third class to fill vacancies in engine room artificer branch allowance.

Apprentice seamen to buglers second class to fill vacancies in bugler group allowance.

Apprentice seamen not included in above to seamen second class without regard to allowance.

Mess attendants third class to mess attendants second class without regard to allowance.

(b) Upon graduation from elementary service schools before completion of 4 months' service—AS to F3c, S2c, or HA2c, as appropriate.**(c) On completion of 1 month's service of men who have had 1 year or more prior service in the Army, Navy, Marine Corps, Coast Guard, or the Organized Naval Reserve—apprentice seamen and mess attendants third class to the appropriate next higher ratings as set forth under subparagraph (a) above.**

(2) From time to time the bureau will issue instructions as to method of advancing men or for recommending men to the bureau for advancement to all other ratings.

D-5109. ADVANCEMENTS OF SPECIAL RATINGS TO CHIEF PETTY OFFICER.

(1) Certain groups of ratings have no petty officers higher than first class. In order to open the avenues of promotion to all men, the following ratings should be encouraged to qualify as follows:

From—	To—
Molder, first class.....	CM
Painter, first class.....	CCM
Patternmaker, first class.....	CCM

(2) Signalmen, first class, may compete for advancement to chief quartermaster, provided they have performed the duties of a quartermaster, first class, for a period of one (1) year. As appropriate entry to this effect should be made on page 9 of service record.

(3) Boilermakers, first class, may compete for advancement to chief water tender, provided they are fully qualified in every respect for the duties of chief water tender, and have been standing water tender watches in the firerooms for a period of one (1) year. An appropriate entry to this effect should be made on page 9 of service record.

(4) In view of the similarity of the duties of the ratings, turret captains, first class, and gunner's mates, first class, may compete for advancement to either chief turret captain or chief gunner's mate, without reference to the Bureau.

D-5110. ACTING APPOINTMENTS, CHIEF PETTY OFFICERS AND OFFICERS' CHIEF STEWARDS AND COOKS.

(1) Bureau circular letters will prescribe the current method of effecting advancements to chief petty officer and officers' chief steward or cook. Normally, advancements to these ratings will be authorized by the Bureau from eligibility lists in order of relative standing of qualified candidates established as the result of service-wide competitive examinations.

(2) Men discharged with acting appointments as chief petty officers or officers' chief stewards and cooks reenlisting under continuous service shall be reenlisted in the rating held at date of discharge.

D-5111. PERMANENT APPOINTMENTS.

(1) Permanent appointments will be issued by the Bureau to chief petty officers and officers' chief stewards and cooks, who are qualified and eligible under existing instructions, when recommended by their commanding officers. Recommendations should be forwarded by letter to reach the Bureau not earlier than one month before the date the man concerned becomes eligible. *The Chief of Naval Personnel may delegate authority to commanding officers to effect permanent appointments on behalf of the Bureau when conditions make such procedure advisable.*

(2) Before being issued a permanent appointment a chief petty officer or officers' chief steward or cook must:

- (a) Have completed the service and sea service requirements, as prescribed in current instructions.
- (b) Have no mark in conduct less than 4.0 and no mark in other subjects (page 10 of service record) less than 3.5 for a period of one year preceding date of permanent appointment.

(3) Before recommending men for permanent appointments, commanding officers should take into consideration the class of duty performed under the acting appointments in order to assure that men who are given permanent appointments are capable of performing the duties of their rating.

(4) When recommending men to the Bureau for permanent appointment, the letter of recommendation shall contain the following data: (*No formal recommendation is made when by current instructions the Bureau delegates authority to commanding officers to effect permanent appointments.*)

- (a) Date man concerned was issued the acting appointment.
- (b) Average of marks and the lowest mark in each subject (taken from page 10 of service record) for period of 1 year to date.
- (c) Statement that sea service requirements have been fulfilled, and that man is in all respects qualified for the rating.

(5) Permanent appointments are issued to protect men in their rating and may not be revoked by the commanding officer. Should a man holding a perma-

ment appointment prove not qualified to perform properly the duties of his rating, full report of the circumstances should be made to the Bureau. The man concerned should be given an opportunity to make a written statement and this statement should be forwarded together with the recommendation of the commanding officer in the premises.

(6) The effective date of permanent appointments will be determined by the Bureau and will be stated on the face of the appointment. When a permanent appointment is received an entry will be made in the service record of the man and the appointment will be delivered to him at quarters. It is the property of the man but may be kept with his service record or C. S. C., if he so desires. When current instructions authorize commanding officers to effect permanent appointments, certificates will not be issued, and the effective date shall be as stated in Article D-5112. Care shall be exercised that appointments are made strictly in conformity with instructions to avoid the necessity of the Bureau directing revocation of appointments that have been erroneously made.

(7) Failure to receive an honorable discharge or to reenlist within three months from date of honorable discharge cancels a permanent appointment.

(8) Men discharged with permanent appointments and reenlisting under continuous service shall be reenlisted in the rating held at date of discharge.

D-5112. PROCEDURE IN EFFECTING ADVANCEMENTS.—

(1) Upon advancement or change in rating, or when issued a permanent appointment, appropriate entry shall be made on page 9 of service record, and duplicate page 9 forwarded to the Bureau immediately. Proper official notification of the change shall be promptly issued to the disbursing and medical officers for adjustment of pay accounts and health records.

(2) Advancements in rating, to and including those of pay grade 1-A, cannot be made earlier than the date on which the advancement is actually effected by the commanding officer; that is, advancements cannot be made retroactive. The date of the entry concerning advancement on page 9 of the service record shall be the effective date of change. As a general rule, and in the interest of standardization, advancements in rating, including the issuance of permanent appointments, shall become effective on the first day of the month, except in special cases as determined by commanding officers.

(3) Permanent appointments as chief petty officer or officer's chief steward or cook are made by the Bureau—hence the effective date of a permanent appointment is the date set by the Bureau when the appointment is issued. If, by current instructions, commanding officers are delegated authority to effect permanent appointments, the effective date shall be the date that change of status is actually made, which date may not be earlier than the date upon which service and all other requirements have been fulfilled.

(4) Entries on page 9 of service record reporting advancement or change in rating status shall always show the authority therefor. For advancements to petty officer grade the following entry is also required:

“Article 1275 U. S. Navy Regulations read and appointment accepted.”
See Article D-4004 regarding signatures required on service record entries.

D-5113. REDUCTION IN RATING.

(1) Reduction in rating by any commanding officer of a ship or station may be considered as coming within two general classes, viz, (a) those made as a punishment in accordance with article 24 of the Articles for the Government of the Navy, and (b) those made by reason of the fact that the men have proved themselves not qualified to perform properly the duties of their respective ratings.

(2) The provisions of article 24 of the Articles for the Government of the Navy pertaining to “reduction of any rating established by himself” apply to

the office of the commanding officer of the particular ship or station. A commanding officer cannot legally reduce a man in rating, under article 24, Articles for the Government of the Navy, below that of the next inferior rating.

(a) For example, if an enlisted man attached to a submarine base is rated by his commanding officer, Capt. John Doe, that man may be later reduced as a punishment, in accordance with article 24, by Capt. John Doe. If Capt. John Doe is relieved of his command, his successor in office may also reduce the man as a punishment in accordance with article 24.

(b) If, however, the above-mentioned man, rated by the commanding officer of the submarine base, is transferred to another ship or station, he may not then be reduced in rating under the provisions of article 24, as the power of the commanding officer to reduce in rating as a punishment is restricted to the command in which the man received his rating. (Particular attention is invited to arts. D-8018, D-8019, and D-8020.)

(3) The commanding officer may disrate any petty officer or nonrated man and revoke the acting appointment of any chief petty officer or officers' chief steward or cook, should the man concerned prove not qualified to hold the rating. This authority of the commanding officer to disrate a man for lack of qualifications to perform the duties of his rating is inherent and is unrestricted, except by regulations issued by the Navy Department.

(4) In effecting reductions in rating in accordance with the provisions of this article, paragraph (3), the following conditions shall govern:

(a) An entry on service record must show the authority for the reduction in rating.

(b) The reason for reduction must be supported by the preceding quarterly marks as shown on the service record.

(c) No man will be reduced more than one rating in any one quarter.

(d) Cases where the reason for reduction is not supported by the preceding quarterly marks as shown on the service record shall be referred to the bureau for action.

(5) In effecting reductions in rating in accordance with (3) above, the following entry shall be made in the service record: "(date) Proved not qualified for rating of ----- Reduced in rating to ----- in accordance with article D-5113 (3) B.N.P.N." (Signature of commanding officer.)

(6) Except by sentence of court-martial, chief petty officers or officers' chief steward or cook, with permanent appointments may only be disrated and appointments revoked by authority of the Bureau of Naval Personnel. Commanding officers shall refer to the bureau for action the cases of men with permanent appointments who prove themselves unqualified or unfit for their rating. Full information shall accompany the recommendation, together with pages 9-10 of service record entered to date, and a statement from the man concerned. The effective date of revocation of a permanent appointment will be determined by the bureau.

(7) For an offense a man may be reduced to the next inferior rating by sentence of a summary court martial or deck court or to any inferior rating by sentence of a general court martial; for incompetency, any rated person may be disrated by a summary court martial.

(8) When a permanent appointment is revoked by the bureau, the man concerned reverts to the next inferior rating. If, in the opinion of his commanding officer, he is qualified to perform the duties under an acting appointment of the

rating in which the permanent appointment is revoked, the commanding officer is authorized to issue such acting appointment as of the day following the date of revocation of the permanent appointment.

(9) Commanding officers, in effecting reductions in rating, shall be guided by the table giving the classification for disrating contained in section 678, Naval Courts and Boards, 1937.

D-5114. CHANGES OF RATING, AUTHORIZED TO BE EFFECTED BY COMMANDING OFFICERS.

(1) Commanding officers are authorized to make the following changes in rating without reference to the bureau, provided the men whose rates are so changed are fully qualified for the specialized duties of their new ratings:

- (a) Seamen, second class, to firemen, third class, and vice versa to fill actual vacancies in group allowance of artificer branch (engine-room force) and other rating branches involved, as the case may be.
- (b) Seamen, second class, to hospital apprentice, second class, without regard to vacancies, provided they are graduates of hospital corps school.
- (c) Seamen, first and second class, to musician, second class, to fill actual vacancies in musician group allowance.
- (d) Seamen, second class, to bugler, second class, to fill actual vacancies in bugler group allowance.
- (e) Seamen, first class, to firemen, second class, and vice versa to fill actual vacancies in approved allowance.

(2) All changes of rating other than the above shall only be made by authority of the bureau, except advancements and reductions covered elsewhere in this manual.

(3) As the bureau will not approve changes of rating of men of the messman branch to other ratings men of that branch should not be placed in training for a change of rating.

D-5115. QUALIFICATIONS FOR ADVANCEMENT AFTER REDUCTION IN RATING.

(1) Men who have been disrated by their commanding officers for an offense or by sentence of a court martial, are required to fulfill the service and other requirements currently in effect for each subsequent advancement, except that chief petty officers reduced to petty officer, first class, will be considered eligible to compete for readvancement if in other respects qualified, after one year from date of disrating.

(2) Men who have been disrated by their commanding officers in accordance with article D-5113 (3) for lack of qualifications for the duties of their ratings, as distinguished from reduction for disciplinary reasons, will not be required to again serve any set length of time to be eligible for readvancement. Eligibility in such cases is dependent on the man's eventually acquiring the necessary professional qualifications.

(3) Permanent appointments that have been revoked by the Bureau under the provisions of articles D-5111 (5) and D-5113 (8) will not be reissued until the expiration of at least one year from the date of revocation.

Section 2. SPECIAL QUALIFICATIONS FOR ADVANCEMENT IN RATING

D-5201. A-N—GENERAL QUALIFICATIONS.—All men in the Navy shall be conversant with general Navy subjects listed below. Prior to advancement, non-rated men will be required to prove their knowledge in these subjects. Entry in service records that men concerned have completed a course and passed an examination in A-N may be accepted by the examining board in lieu of examination in these subjects when prescribed under article D-5105 (5).

- (a) The necessity of realizing the twofold nature of duty in the Navy, namely, the military duties, irrespective of rating, and the particular duties of the rating in which men enlist or to which they may attain; the importance of accurate knowledge; discipline; the rules of discipline; questions on discipline; the nature of an order; the nature of a command.

The importance of keeping confidential information within the naval service; what may in general be considered as confidential; the manner in which confidential information is divulged to unauthorized persons or agencies; what might possibly result from the divulgence of confidential information and why.

- (b) What the Navy offers. The importance of being, first, a man-o-wars'-man and, second, a specialist. The various service schools ashore and the qualifications necessary in order to gain admittance to these schools. The necessity for a good record in addition to special ability in any given line. The ship itself as a training school, giving prominence to the fact that a man of the right type may gain advancement, whether a graduate of one of these schools or not, provided he is zealous and obedient. Promotion in the Navy. Difference between acting and permanent appointment. The chances of obtaining warrant and commissioned rank. Continuous-service men. Leave. Liberty. Shore duty. Retirement. Pensions. Rewards and privileges. Medals and gratuities. Citizenship.
- (c) Enlistment in general. Apprentice seamen. Discharge. The various types of discharges and the effects of punishment thereon. The advantage of honorable discharge. Transportation after discharge. Service records. Overstaying liberty and its effect on advancement. What constitutes desertion. The fact that desertion will be punished, irrespective of the motive that prompted it. The large percentage of deserters recovered. Punishment for desertion. Types of naval courts martial.
- (d) Pay tables. Accounts. Extra allowances. General remarks on pay. Monthly money. Loss of pay due to breaking liberty. Example of chief petty officer's pay. Time not served. Time lost due to misconduct.
- (e) Naval customs. Rules concerning salutes. Etiquette to officers and civilians. General information about the Navy and its relation to the Government. The President. The Secretary of the Navy. The commander in chief. Captain. Executive officer. First lieutenant. Navigator. Gunnery officer. Engineer officer. Officer of the deck. Division officer. The redress of wrongs. Exercise of authority. Quarrels and disturbances.
- (f) The general characteristics of ships of the Navy. Question thereon.
- (g) General features of ships of the Navy of different classes.
- (h) The routine in port and at sea. Bright work. Sick call. Quarters and drill. Setting up. Musters and inspections. Messes. Watches and divisions. Scrubbing and cleaning. Duties of compartment cleaners. Smoking hours. Lucky bag. Ship's orders.
- (i) The aim and object of all general drills. What is intended to be accomplished in a place other than that in which any particular man is stationed. Fire. Collision. Abandon ship. Fire and rescue. General quarters. Coaling ship.

- (j) Marking clothes. Uniform, and regulations relating thereto. Lashing hammocks. Stowing bags and laying them out for inspection. Airing bedding. Stopping on wash clothes, bags, hammocks. Requisitions for clothing. Care of clothing. Issue of fresh water.
- (k) Personal cleanliness. Elementary rules of hygiene. Prophylaxis. Elementary first aid. Treatment of the wounded in action. Typhoid prophylaxis.
- (l) Painting and the preparation of surfaces therefor.
- (m) Swimming. Restoring the apparently drowned. Life buoys, how the buoy should be dropped and when.
- (n) Athletics. The attention given to athletics on board ship. The prestige attendant upon victory. Various trophies awarded.

D-5202. GENERAL QUALIFICATIONS FOR PETTY OFFICERS.—A petty officer must be first, a leader, and second, a specialist. In addition to the special technical qualifications outlined in succeeding articles of this manual, a man, before being advanced to a petty officer rating, must be found qualified by examination in the appropriate General Qualifications in this article. Many of these general qualifications are best illustrated by a practical examination. This form of examination, where the candidate is required to actually demonstrate his knowledge, is preferred to a written test and should be used where circumstances permit. The scope to be covered under each subhead for a rating is contained in the General Training Course for Petty Officers, which will be revised from time to time. A candidate for promotion is also responsible for the qualifications required for all lower classes of the same rating.

PETTY OFFICER, THIRD CLASS

SEAMAN BRANCH

A. *Practical factors.*

*1. Infantry.

Drill a rifle squad. The candidate must instruct each man in his specific duties when on the march and when deployed as skirmishers. This will include instruction in making up the pack and drill in the Manual of Arms, stacking arms, use of bayonet, and use of automatic rifle.

*2. Rifle range procedure.

Instruct a squad in the handling and firing of the service rifle, including safety precautions, firing positions, sighting-in, adjustment for windage, and care of the piece. The candidate will give orders as they would be given on the rifle range and in the butts.

*3. Handling boats under oars.

Act as coxswain of a pulling lifeboat. The candidate will instruct his crew on deck, then when the word is passed, man the boat, cast off properly, row at least 100 yards, retrieve a box or other object and return under the falls. Qualification will be decided by the smartness of the coxswain, the observance of seamanlike procedure and, in particular, the manner of giving orders. Where a ship has no pulling boat, the candidate will demonstrate his ability to handle a power lifeboat.

*If fleet operating schedule permits; otherwise, an oral or written examination.

***4. Handling boats under sail.**

The candidate, at the tiller of a boat under sail, will demonstrate tacking, wearing, reefing, and going alongside a float, box, gangway, or other object. Qualification will be decided by the smartness of the coxswain, the observance of seamanlike procedure, and, in particular, the manner of giving orders.

NOTE.—This requirement does not apply if candidate's ship or station has no boats fitted for sailing.

5. Signals.

(a) Semaphore—send and receive, without error, four messages of four groups each, at the rate of four words per minute. (Each group to consist of five letters.)

(b) Flags—identify all alphabet flags, numeral pennants, and repeaters.

(c) Morse—know Morse code and be able to write it without error.

6. Physical drill.

Know the orders given and be able to assume the various positions for physical drill, without arms.

B. Examination subjects.**1. Leadership.**

The fundamentals of leadership.

2. Petty officer of the watch.

The duties of the petty officer of the watch in a small ship to include, in addition to routine duties, information as to honors, storm warnings, distress signals, and entries in the log.

3. Special duties of a petty officer.

The duties and functions of section leader, police petty officer, master-at-arms, guard mail petty officer, shore patrol, and beach guard.

4. Arithmetic.

Simple fractions and mensuration.

5. Damage control and ship construction.

The fundamentals of damage control and the duties that would probably be performed by a petty officer, third class.

6. Publications.

The principal source of reference, and contents, in general. The fundamentals of security.

PETTY OFFICER, THIRD CLASS**OTHER THAN SEAMAN BRANCH****1. Aviation branch.**

As for seaman branch except that handling boats under oars and sail will not be required.

2. Artificer branch and fireman, first class.

As for seaman branch with the following exceptions:

(a) Not required.

Signals.

Handling boats under oars and sail.

Petty officer of the watch. (Required for CM3c and SF3c.)

(b) Additional requirement:

Elementary shop mathematics.

*If fleet operating schedule permits; otherwise, an oral or written examination.

3. *Special and commissary branch.*

As for seaman branch with the following exceptions:

(a) Not required:

Signals.

Rifle range procedure.

Handling boats under oars and sail.

Petty officer of the watch.

(b) *For Hospital Corpsmen.*—Drill a squad with litters and instruct each man in his respective movements. The candidate must instruct each man in his specific duties when on the march, including instruction in making up the pack.

PETTY OFFICER, SECOND CLASS

SEAMAN BRANCH

A. *Practical factors.*

1. Physical drill.

Drill a division at physical drill, without arms. Qualification will be based upon the thoroughness of the drill and the manner of giving orders.

2. Infantry.

As for petty officer, third class, except that the unit will be a section composed of two or three squads.

3. Small arms.

Disassemble and assemble the service rifle and service pistol.

4. Handling boats under oars.

As for petty officer, third class, except that a higher degree of efficiency is required.

5. Handling boats under sail.

As for petty officer, third class, except that a higher degree of efficiency is required.

6. Signals.

(a) Semaphore—as for petty officer, third class.

(b) Flags.

(c) Morse—send and receive (5) five group messages, by flashing lights at the rate of five words per minute. Three errors allowed, each message.

B. *Examination subjects.*

1. Petty officer of the watch.

As for petty officer, third class.

2. Special duties of petty officers.

As for petty officer, third class.

3. Ship construction.

The fundamentals of ship construction, especially with relation to flotation and control of damage.

4. Chemical warfare.

The fundamentals of gas defense on board ship.

5. Blueprint reading.

Ability to read blueprints and determine dimensions and materials therefrom.

PETTY OFFICER, SECOND CLASS

OTHER THAN SEAMAN BRANCH

1. *Aviation branch.*

As for seaman branch except that handling boats under oars and sail will not be required.

2. *Artificer branch.*

As for seamen branch with the following exceptions:

(a) Not required:

Signals.

Handling boats under oars and sail.

Petty officer of the watch. (Required for CM2c and SF2c.)

(b) Additional requirement:

Advanced shop mathematics.

3. *Special and commissary branch.*

As for seaman branch with the following exceptions:

(a) Not required.

Signals.

Small arms (except for yeoman and storekeeper).

Handling boats under oars and sail.

Petty officer of the watch.

Blueprint reading (except for SK2c).

Infantry.

PETTY OFFICER, FIRST CLASS

SEAMAN BRANCH AND AVIATION BRANCH

A. *Practical factors.*

1. Physical drill.

The same requirements as for petty officer, second class.

2. Infantry—School of the platoon.

The candidate will drill a platoon at all evolutions of closed and open order.

3. Small arms.

Demonstrate a working knowledge of the .30-caliber and .50-caliber machine guns, including setting up, sighting, firing, and clearing a jam.

4. Signals.

The same requirements as for petty officer, second class.

B. *Examination subjects.*

1. Correspondence.

Be able to prepare a request for a repair and an alteration, including a sketch or line drawing to illustrate dimensions and materials. Know the official letter form, including use of references and inclosures.

2. Records and reports.

Familiarity with the reports submitted and the records kept by the candidate's own department on board ship.

3. Duties of the O. O. D. under way and at anchor.

4. The duties of warrant officer of the branch for which candidate is eligible.

Artificer branch.

(1) As for seamen branch with the following exceptions:

(a) Not required:

Signals.

Infantry.

Small arms.

(b) Additional requirements:

Duties of the engineering officer of the watch (for engineering artificer and in lieu of duties of O. O. D.).

Advanced shop mathematics.

Special and commissary branch.

1. As for seaman branch with the following exceptions:

(a) Not required:

Signals.

Infantry.

Small arms.

Duties of the O. O. D.

CHIEF PETTY OFFICER

SEAMAN BRANCH

A. Practical factors.

1. Infantry.

Exercise a company at closed and extended order.

2. Artillery (if serving in a ship in which a field gun is standard equipment).

Station the crew of a field gun and instruct them in their duties.

Know the duties of an officer in charge of an artillery platoon.

3. Signals.

As for petty officer, second class.

B. Examination subjects.

1. Duties of the O. O. D. Underway and at anchor.

As for petty officer, first class, except that a more comprehensive knowledge is required.

2. Duties of warrant officer (of branch for which candidate is eligible).

3. Characteristics of warships.

The characteristics of ships in the United States Navy and information regarding comparative strength and general characteristics of the navies of the principal foreign powers.

FOR CHIEF PETTY OFFICERS OTHER THAN SEAMAN BRANCH

Aviation branch.

1. As for seaman branch except artillery not required.

Artificer branch.

1. As for seaman branch with the following exceptions:

(a) Not required:

Signals.

Infantry.

Artillery.

(b) Additional requirement:

Duties of the engineering officer of the watch (for engineering artificer and in lieu of duties of O. O. D.).

Special and commissary branch.

1. Duties of warrant officer of branch for which candidate is eligible.
2. Characteristics of warships.

The characteristics of ships in the United States Navy and information regarding comparative strength and general characteristics of the navies of the principal foreign powers.

D-5203. QUALIFICATIONS FOR SEAMEN.

- (1) A *seaman, second class*, must have the following qualifications:

- (a) Know the duties that he is expected to perform at general quarters and emergency drills and be able to recognize the signals for these drills.
- (b) Know the names of the captain, executive officer, heads of departments, and deck division officers in his own ship.
- (c) Know the duties of life buoy watch, lookout, messenger, side boy, anchor watch, telephone talker.
- (d) Know his way about the ship to which attached, including location of boats, guns, bridges, officers' quarters, principal compartments, firerooms, engine rooms. Have a detailed knowledge of his own part of his ship.

(2) In addition to the subjects which all men in the service must know as prescribed by D-5201, a *seaman, second class*, must be qualified by examination in the following before he may be advanced to seaman, first class:

(A) Practical factors.

- (a) Pull a good oar and know the meaning of orders given in boats under oars.
- (b) Tie the following knots and hitches and know the uses of each: Overhand knot, bowline, running bowline, bowline on a bight, cat's paw, sheepshank, blackwall hitch (single and double), reef knot, sheet bend, clove hitch, rolling hitch, round turn, and two half hitches.
- (c) Put a whipping on a rope. Put a stopper on a rope. Make an eye splice and a short splice with manila line.
- (d) Heave the lead.
- (e) Be a qualified steersman, (not a lee helmsman).
- (f) Perform the manual of arms, physical drill (with and without arms), and prepare a pack.
- (g) Assume the positions for firing a rifle and show how to load, aim, and fire.
- (h) Send and receive a message in semaphore. Identify all international code flags and pennants.
- (i) Stand a competent watch on each of the following stations: Look-out, messenger, side boy, telephone talker, anchor watch, speed indicator, and on any other station to which regularly assigned.
- (j) Qualify as a member of powerboat crew.

(B) Examination subjects.

- (a) Know the names of parts of a boat and the duties of a boat-keeper.
- (b) Know the duties of a powerboat crew and the safety precautions to be observed in a powerboat.
- (c) Know the meaning of orders given in a boat under sail; know the parts of a sail and the types of sailing rig used in the Navy.

- (d) Know how a lifeboat is secured for sea.
- (e) Know the buoyage system of the United States.
- (f) Know the kinds and uses of rope (wire and manila) found on board ship.
- (g) Know the names, parts, and uses of blocks.
- (h) Know the meaning of common sea terms and expressions.
- (i) Know how anchor chain is made up and marked and how chain is controlled. Know the parts of an anchor and the names and uses of mooring lines.
- (j) Know the points of the compass, the meaning of relative bearing, and elementary rules of the road.
- (k) Know the uses of simple electrical devices found on board ship and the safety precautions to be observed to prevent injury to himself and to equipment.
- (l) Know the school of the recruit.
- (m) Know small-arms safety precautions.
- (n) Know the duties of a gun's crew, common gunnery safety precautions, and the parts and types of naval guns.
- (o) Know in detail the duties of his own gun station. Know how powder and shell are stowed and handled on board ship. Know the object of target practice and the rewards for accurate shooting.
- (p) Know the special uses of flags to indicate explosives, fueling, boat recall, break-down, and man overboard.

D-5204. QUALIFICATIONS FOR COXSWAINS.

(1) In addition to the qualifications for seaman, first class, a man must be found qualified by examination in the following before he may be advanced in rating to coxswain.

(A) *Practical factors.*

- (a) Qualify as coxswain of a power boat.
- (b) Disassemble and assemble a service rifle.
- (c) Patch canvas and demonstrate the use of flat seam, round seam, and herringbone stitch.
- (d) Make the following knots: Wall and crown (single and double), Matthew Walker (single and double), turks head, laniard knot. Using white line, do cross pointing, coxcomb-ing, and flat sennet work. Point a rope (either coach whip or cross point). Make a boat fender.
- (e) Splice a wire (eye splice and long splice). Fit a wire in a socket.

(B) *Examination subjects.*

- (a) Know the duties of a boat coxswain and the safety precautions to be observed in power boats.
- (b) Know the rules of the road with regard to lights, fog signals, and right-of-way.
- (c) Know the proper signals to indicate distress, boat recall, and storm warning, and the use of guard, medical guard, and explosives flags.
- (d) Know the kinds of canvas issued to ships, the purpose of each, and the regulations and precautions to be observed in storing, including the stowage of wet, painted, or oil-treated canvas.

- (e) Know the names and uses of the various blocks and the uses and advantages of various tackles.
- (f) Know how anchor chain is made up and marked; the regulations for overhauling anchors, chain, and shackles, and know how a ship is moored.
- (g) Know the causes of compass errors; be able to set up and read a boat compass and lay out a course on a harbor chart.
- (h) Know the United State buoyage system.
- (i) Know the duties of a gun captain.

D-5205. QUALIFICATIONS FOR BOATSWAIN'S MATES.

(1) In addition to the qualifications for coxswain, a man of that rating must be found qualified by examination in the following before he may be rated boatswain's mate, second class:

(A) Practical factors.

- (a) Make a hatch hood, boat cover, sail bag, or similar canvas article.
- (b) Reeve off a set of boat falls, and a guess warp.
- (c) Make a splice in a rope and in a wire.
- (d) Use a boatswain's call and pipe all shipboard calls.
- (e) Drill at the fieldpiece if carried in own ship.
- (f) Hoist boats, aircraft, and heavy weights in own ship.

(B) Examination subjects.

- (a) Know the rigs of all sail boats used in the naval service and be able to provide and equip boats for abandon ship.
- (b) Know how to handle boats through a surf and how to carry out an anchor.
- (c) Know how to overhaul and mark anchor chain and to clear foul hawse.
- (d) Know gunnery safety precautions and the meaning of common terms used in fire control and be able to station a gun crew and instruct them in their duties.

(2) In addition to the qualifications for boatswain's mate, second class, a man of that rating must be found qualified by examination in the following before he may be rated boatswain's mate, first class:

(A) Practical factors.

- (a) Make a canopy, awning, or other large canvas article, or reeve off a stay or other standing rigging.
- (b) Station and drill a gun crew (director and independent control).

(B) Examination subjects.

- (a) Know the International Rules of the Road.
- (b) Be able to take charge of a target-repair party; understand the principles of the common terms used in fire control.
- (c) Know the laws of storms, including the indications of typical storms on the coasts of the United States (northeaster, tropical hurricane, norther, Santa Ana), and the necessary precautions to be observed.
- (d) Know how to rig his ship for towing or being towed.
- (e) Know how to rig his ship for oiling at sea.

(3) Before a man may be advanced to chief boatswain's mate he must be qualified by examination in the following:

(A) *Practical factors.*

- (a) Lay a course on a chart and pick off distances; use a stadiometer, pelorus, protractor, and parallel rulers.
- (b) Read a Napier's diagram.

(B) *Examination subjects.*

- (a) Know the causes of compass errors and how compass is corrected.
- (b) Be able to rig for handling heavy weights and compute the effects of various forces.
- (c) Know the effects of rudder, engines, and currents on the steering of steamers.
- (d) Know how salvage operations are conducted and the methods for floating a vessel that is aground.

D-5206. QUALIFICATIONS FOR TURRET CAPTAINS.

(1) A *turret captain, first class*, in addition to the qualifications required of gunner's mates, third and second class, must have the following qualifications:

(A) *Practical factors.*

- (a) Perform simple brazing, soldering, and sweating.
- (b) Prepare a turret for firing.
- (c) Prepare saluting charges or 1-pounder charges.
- (d) Bore sight, star gage, and bore search a gun.
- (e) Disassemble and assemble the usual removable parts of a gun.
- (f) Take charge of the turret, and simulate firing with independent control.

(B) *Examination subjects.*

- (a) Understand the details and operation of directorscopes, periscopes, and range finders.
- (b) Station and drill a turret crew.
- (c) Know in detail the prescribed turret routine inspections, adjustments, and safety precautions.
- (d) Understand the operation of hydraulic variable-speed gears.

(2) A *chief turret captain* must have the following qualifications:

(A) *Practical factors.*

- (a) None.

(B) *Examination subjects.*

- (a) Know the current instructions and regulations regarding guns, mounts, turrets, magazines, and ordnance equipment as set forth in Navy regulations and ordnance publications.
- (b) Know the names and uses of instruments used at the Naval Proving Ground, and how guns, mounts, powder, shell, and fuses are proved.
- (c) Know the principles of naval gunnery, including spotting, and be able to take charge of a turret under all conditions of control.

D-5207. QUALIFICATIONS FOR GUNNER'S MATES.

(1) A *gunner's mate, third class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Rig a gun for bore sighting.
- (b) Use all hand tools on the battery to which attached.
- (c) Disassemble and assemble the breech mechanism of a gun.
- (d) Lubricate the gun on which stationed.

- (e) Disassemble and assemble a .30-caliber rifle and a .45-caliber pistol.
 - (f) Be qualified to stand a battery watch in own ship.
 - (g) Must be able to qualify as gun captain, second class, at a main, secondary, or antiaircraft battery gun of a caliber of 1-inch or greater.
- (B) *Examination subjects.*
- (a) Know the uses of lubricants used on ordnance.
 - (b) Know magazine safety precautions and the current instructions for the care and handling of explosives.
 - (c) Know how ammunition is marked and how stowed on board ship, and how magazines and shell rooms are flooded, lighted, cooled, and ventilated, on board the ship to which attached.
 - (d) Know the steps in preparing a gun for firing.
 - (e) Know the routine for the care and upkeep of the gun on which stationed and the treatment that is given a gun after firing.
 - (f) Know the object of bore sighting and the precautions to be observed in handling telescopes and sights.
 - (g) Be able to keep a battery log and know the routine reports that are made on ship's ordnance.
 - (h) Know the safety precautions, and action to be taken in the event of casualty, on gun on which stationed.
 - (i) Know the kinds and uses of naval pyrotechnics, and be able to use each type for the type of vessel on which stationed.
 - (j) Know the basic operation of ammunition hoists, recoil and counter recoil mechanism, gas-ejection apparatus, and firing mechanism in own ship.
 - (k) Be able to describe the depth charge and know how it operates.
 - (l) Be able to describe depth-charge release tracks and hydraulic release gears and know how they operate.
- (2) A *gunner's mate, second class*, must have the following qualifications:
- (A) *Practical factors.*
- (a) Disassemble and assemble a .30-caliber and a .50-caliber machine gun.
 - (b) Perform simple brazing, soldering, and sweating.
 - (c) Prepare a gun for firing.
 - (d) Prepare field gun for firing (if own ship is so equipped).
 - (e) Perform simple adjustments to hydraulic variable speed gears as installed on own ship and maintain in operating condition.
 - (f) Must be able to qualify as gun captain, second class, at a main, secondary, or antiaircraft battery gun of a caliber of 1 inch or greater.
- (B) *Examination subjects.*
- (a) Know the steps in the manufacture of naval guns.
 - (b) Know how naval guns are adjusted on their trunnions and be able to adjust frictionless trunnion bearings.
 - (c) Know, in detail, the action in own ship, of recoil and counter recoil mechanisms, ammunition supply mechanism, gas-ejection apparatus, and firing mechanisms.
 - (d) Know the names and uses of the various firing attachments and the apparatus used in training a gun crew.
 - (e) Know how rollers and roller paths are installed and the methods of raising gun mounts.

- (f) Know the varieties, properties, and uses of metals found in ordnance construction.
 - (g) Be able to carry out the routine prescribed for the preservation and upkeep of gun on which stationed.
 - (h) Know the meaning of basic fire-control terms and understand the methods of fire control used in the Navy.
 - (i) Show, by diagram, how orders are transmitted electrically through the fire-control systems to gun on which stationed.
 - (j) Know the names of common conductors and insulators, know Ohm's law, Kirschhoff's laws, and the uses of simple current and voltage reading meters.
 - (k) Know the kind and amount of explosives contained in depth charges and safety precautions in regard to them.
 - (l) Know how to conduct tests and make repairs to depth charge release tracks and hydraulic release gears.
 - (m) Be able to describe naval mines and know how they operate.
 - (n) Be able to describe a smoke-screen generator, know how it operates and safety precautions pertaining thereto.
- (3) A *gunner's mate, first class*, must have the following qualifications:
- (A) *Practical factors.*
 - (a) Prepare saluting charges or 1-pounder charges.
 - (b) Make examination and shipboard tests of smokeless powder.
 - (c) Bore sight, star-gage, and bore search a gun.
 - (d) Disassemble and assemble the usual removable parts from a gun.
 - (e) Take charge of a gun and simulate firing with independent control.
 - (B) *Examination subjects.*
 - (a) Know the composition of explosives used in naval ordnance and the steps in the manufacture of smokeless powder.
 - (b) Know fire-control terms and definitions and show, by diagram, the fire-control system in own ship.
 - (c) Know the types and uses of naval aviation guns and bombs.
 - (d) Be able to perform the duties of armorer and to take charge of a saluting battery when rendering honors.
 - (e) Know how to make repairs and tests on naval mines and the prescribed safety precautions.
 - (f) Know how to make repairs to and tests of depth charges.
 - (g) Know how to make repairs to and tests of depth-charge release tracks and hydraulic release gears.
 - (h) Know the safety precautions, care, and upkeep of smoke-screen generators.
- (4) A *chief gunner's mate* must have the following qualifications:
- (A) *Practical factors.*
 - (a) Rig mines for laying (if carried in ship to which attached).
 - (b) Rig depth charges and tracks for dropping (if carried in ship to which attached).
 - (c) Demonstrate operation of smoke-screen generators.
 - (B) *Examination subjects.*
 - (a) Know the current instructions and regulations regarding guns, mounts, turrets, magazines, and ordnance equipment as set forth in Navy regulations and ordnance publications.

- (b) Know how demolition is performed by the Navy and the type of charge and method of placing for demolition at sea and on shore.
- (c) Know the names and uses of instruments used at the naval proving ground and how guns, mounts, powder, shell, and fuses are proved.
- (d) Know the operation of mines, depth charges, and torpedoes.
- (e) Know the precautions to be observed in the conduct of diving operations.
- (f) Know the details of naval mines, including laying and fire control.
- (g) Know the details of depth charges, dropping and fire control.
- (h) Know the details of depth charge release tracks, extensions, and hydraulic release gears.
- (i) Know the details of smoke-screen generators, method of mixing chemicals contained, and filling.

D-5208. QUALIFICATIONS FOR TORPEDOMAN'S MATES.

- (1) *A torpedoman's mate, third class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Lubricate a torpedo and a torpedo tube.
- (b) Disassemble and assemble the tail and exercise head of a torpedo.
- (c) Know how to use all "ready" torpedo tools.

(B) *Examination subjects.*

- (a) Know how to trace the fuel, air, water, and oil lines in the torpedoes in use in the ship to which attached.
- (b) Know how to charge a torpedo and know the safety precautions to be observed.
- (c) Know what treatment is given a torpedo after a run.
- (d) Know magazine safety precautions and the safety precautions to be observed in handling torpedoes and explosives.
- (e) Know how torpedoes aboard ship to which attached are tested prior to firing.
- (f) Know what routine overhaul is prescribed for torpedoes, tubes, and torpedo directors.
- (g) Know how warheads and ammunition are stowed on board ship to which attached, and how magazines are cooled, ventilated, lighted, and flooded.
- (h) Know the kinds and uses of naval pyrotechnics and be able to use each type.
- (i) Be able to describe the depth charge and know how it operates.
- (j) Be able to describe depth-charge release tracks and hydraulic release gears and know how they operate.

- (2) *A torpedoman's mate, second class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Conduct tests of exploder mechanism.
- (b) Disassemble and assemble the engine and the depth-control mechanism.
- (c) Perform brazing, soldering, sweating, and simple welding operations as required for torpedoes and tubes.
- (d) Show how to prepare a torpedo for an exercise shot.

(B) *Examination subjects.*

- (a) Know how to carry out the routine prescribed for the preservation and upkeep of torpedoes and torpedo tubes.
- (b) Know how to keep torpedo logs and make proper entries in torpedo record sheets.
- (c) Know Ohm's law, Kirschhoff's laws, the names of common conductors and insulators, and be able to read and take care of simple voltage and current reading meters.
- (d) Know the superheating system of torpedoes and be able to regulate the flow of air, fuel, and water in multispeed torpedoes (if carried in ship to which attached).
- (e) Know how to conduct tests and make repairs to depth charge release tracks and hydraulic release gears.
- (f) Be able to describe naval mines and know how they operate.

(3) A *torpedoman's mate, first class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Superintend the overhaul, testing, and adjustment of a torpedo.
- (b) Show how to set warhead attachments for a war shot.
- (c) Show how to prepare depth charges for dropping (if carried in ship to which attached).
- (d) Conduct shipboard examinations and tests of smokeless powder.
- (e) Prepare impulse charges (unless serving in submarines).
- (f) Boresight torpedo tubes (surface or submerged) and line up the torpedo battery.
- (g) Balance a gyro.

(B) *Examination subjects.*

- (a) Know the theory of the gyro.
- (b) Know the meaning of the definitions used in torpedo control.
- (c) Know the routine and methods in the care and preservation of gun battery on ship to which attached.
- (d) Know how to make repairs to and tests of depth charges.
- (e) Know how to make repairs to and tests of depth charge release tracks and hydraulic release gears.

(4) A *chief torpedoman's mate* must have the following qualifications:

(A) *Practical factors.*

- (a) Be a graduate of Torpedomen's School, Newport, R. I., or Battle Force Torpedo School, San Diego, Calif., unless serving on Asiatic station.
- (b) Rig mines for laying (if carried in ship to which attached).
- (c) Set up a director for firing torpedoes (unless serving in submarine).
- (d) Rig depth charges and tracks for dropping (if carried in ship to which attached).

(B) *Examination subjects.*

- (a) Know the principles of torpedo fire.
- (b) Know the current regulations and instructions regarding torpedoes, depth charges, warheads, and torpedo material as set forth in Navy regulations and ordnance publications.
- (c) Know how to make all tests prescribed for torpedoes and torpedo equipment and prepare torpedoes for shipment.
- (d) Know the principles of mine laying.
- (e) Know how demolition is performed by the Navy and the type

of charge, and location, to be used in demolition at sea and on shore.

- (f) Know the details of depth charges, dropping, and fire control.
- (g) Know the details of depth charge release tracks, extension and hydraulic release gears.

D-5209. QUALIFICATIONS FOR QUARTERMASTERS.

- (1) *A quartermaster, third class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Be a qualified steersman on ship to which attached and shift steering control to and from the various steering stations.
- (b) Take soundings with a hand lead, sounding machine, and fathometer.
- (c) Use a stadimeter, pelorus, and navigator's range finder, obtain and plot ranges and bearings.
- (d) Locate and operate during darkness all light switches and electrical signal apparatus controlled from navigation bridge.
- (e) Read an anemometer and convert to true wind.
- (f) Make whistle and bell signals, flag and light signals for all emergencies such as fire, collision, man overboard, etc.
- (g) Operate searchlights in ship to which attached.
- (h) Operate Navy sound receivers and transmitters in own ship.

(B) *Examination subjects.*

- (a) Send and receive according to the standard tests given below.
- (b) Know how, where, and when to obtain the information to be entered in the tables of the ship's log; know what items to enter in the quartermaster's notebook and the proper phraseology to employ.
- (c) Know how to compute time of sunrise and sunset; know the system of time zones; and know the names, general uses, and sources of supply of publications used by the navigator.
- (d) Know the national and man-of-war ensigns of the principal maritime powers, and know how to determine the identity of any flag not recognized.
- (e) Know the personal flags of flag officers of the United States Navy and the navies of the principal foreign powers.
- (f) Identify at least six house flags and six stack markings worn by United States merchantmen.
- (g) Know the United States buoyage system.
- (h) Know the following with regard to the International Rules of the Road:
 1. Number and characteristics of lights carried, underway and at anchor, by steam vessels, pilot vessels, and sailing craft.
 2. Number and characteristics of lights carried by small boats underway.
 3. Fog signals, underway and at anchor, including interval between and the method of making signals.
 4. Whistle signals and right-of-way, steam vessels crossing.
 5. The characteristics and use of all lights employed by naval vessels.
- (i) Know how charts are stowed on board ship, and how catalogs and portfolios are made up.

- (j) With regard to compasses:
 - 1. Know in general the causes of compass error and the method of applying corrections to obtain magnetic and true course.
 - 2. Know precautions to be observed in the vicinity of magnetic compass.
 - 3. Know the information that is given to the gyro electrician underway.
 - 4. Know how to compare the gyro compass with the standard compass.
 - 5. Know how to read and take bearings with the gyro compass and how to determine if the ship is dragging.
 - (k) With regard to instruments:
 - 1. Know the care to be observed in the handling of all optical instruments.
 - 2. Understand the meaning of humidity and its application in wet- and dry-bulb thermometers.
 - 3. Know the principles of the barometer; the construction and use of the vernier; and temperature correction to be applied to readings of the mercurial barometer.
 - 4. Understand the construction and relative accuracy of the aneroid barometer.
 - (l) Have basic knowledge of various types of naval aircraft, their insignia, and methods of visual communication with them.
- (2) A *quartermaster, second class*, must have the following qualifications:
- (A) *Practical factors.*
 - (a) Correct charts, sailing directions, and light lists and be able to identify lights and other aids to navigation.
 - (b) Use tide and current tables correctly.
 - (c) Obtain chronometer tick and keep chronometer record book.
 - (B) *Examination subjects.*
 - (a) With regard to compasses:
 - 1. Know all the steps in correcting and compensating the magnetic compass.
 - 2. Know the principles and general construction of the gyro compass and the differences between the two major types of gyro compasses.
 - (b) Know how to correct charts and know the meaning of all symbols used on charts.
 - (c) Know, in full, the honors rendered by, and on board, naval vessels.
 - (d) Know the International Rules of the Road and the inland rules applicable to naval districts along the coast where candidate's ship is normally based.
 - (e) Know the laws of storms. Know the indications and the action to be taken in the event of storms common to North America (northeaster, tropical hurricane, norther, Santa Ana).
 - (f) Know the use, care, and upkeep of all instruments used by the navigator.
 - (g) Send and receive according to standard tests given below.

- (3) A *quartermaster, first class*, must have the following qualifications:
- (A) *Practical factors.*
 - (a) Identify stars with "Rude's" starfinder.
 - (B) *Examination subjects.*
 - (a) Know the International Rules of the Road, and the inland rules for United States coastal waters.
 - (b) Know the definitions of the terms used in nautical astronomy and be able to solve problems in dead reckoning, azimuths, and compass correction.
 - (c) Know the functions of the Hydrographic Office, Naval Observatory, and the Coast and Geodetic Survey.
 - (d) Have a general knowledge of meteorology and be able to interpret synoptic weather messages.
 - (e) Send and receive according to the standard tests given below.
- (4) A *chief quartermaster* must have the following qualifications:
- (A) *Practical factors.*
 - (a) Take sun and star sights and determine the ship's position therefrom.
 - (b) Demonstrate a full knowledge of dead reckoning and the use of radio bearings and soundings as aids to determining the ship's position.
 - (B) *Examination subjects.*
 - (a) Know the routine of the navigator's day's work at sea.
 - (b) Refresher questions on rules of the road.
 - (c) Know the use of synoptic weather charts and be able to construct synoptic charts from weather messages received.
 - (d) Know foreign buoyage systems.
- (5) The operating ability of quartermasters will be determined according to the following standard tests:
- (A) *Quartermaster, third class.*
 - (a) Transmit and receive 20 groups of 5-character code by yard-arm blinker in 4 minutes.
 - (b) Transmit and receive 20 groups of 5-character code by searchlight in 4 minutes.
 - (c) Transmit and receive a plain language message of 75 characters by semaphore in 1 minute.
 - (B) *Quartermasters, second class, first class.*
 - (a) Transmit and receive 24 groups of 5-character code by flashing light in 3 minutes.
 - (b) Transmit and receive a plain language message of 100 characters by semaphore in 1 minute.

D-5210. QUALIFICATIONS FOR SIGNALMEN.

- (1) A *signalman, third class*, shall have the following qualifications:
- (A) *Practical factors.*
 - (a) Use a stadimeter, pelorus, and navigator's range finder.
 - (b) Locate and operate during darkness all light switches and electrical signal apparatus controlled from signal bridge.
 - (c) Operate searchlights in ship to which attached.
 - (d) Operate Navy sound receivers and transmitters in own ship.
 - (B) *Examination subjects.*
 - (a) Send and receive according to the standard tests given below.
 - (b) Identify all signal flags and pennants used in the Navy.
 - (c) Know the uses of communication procedure signals and all procedure signs used in visual communications.

- (d) Define communication terms as listed in communication instructions.
 - (e) Know how to distinguish a call from a signal in flag hoist and know the function of the repeaters.
 - (f) Know the national and man-of-war ensigns of the principal maritime powers and know how to determine the identity of any flag not recognized.
 - (g) Know the rules governing the display of the United States ensign and be able to identify the personal flags of the United States Navy and navies of the principal maritime powers.
 - (h) Know the visual signals for storm warning and distress.
 - (i) Identify at least six house flags and stack markings worn by United States merchantmen, and be able to communicate by visual with a merchant ship at sea.
 - (j) Know the following with regard to the international Rules of the Road:
 1. Number and characteristics of lights carried underway and at anchor by steam vessels, pilot vessels, and sailing craft.
 2. Fog signals underway and at anchor, including interval between and the method of making signals.
 3. Number and characteristics of lights carried by small boats underway.
 4. Whistle signals and right-of-way, steam vessels crossing.
 - (k) Know the precautions to be observed in the vicinity of a magnetic compass; be able to take bearings and know how to determine if the ship is dragging.
 - (l) Have basic knowledge of various types of naval aircraft, their insignia, and methods of visual communication with them.
- (2) A *signalman, second class*, shall have the following qualifications:
- (A) *Practical factors.*
 - (a) Make and repair signal flags and halliards.
 - (B) *Examination subjects.*
 - (a) Send and receive according to the standard tests given below.
 - (b) Know the special meanings of all flags and pennants.
 - (c) Know in full the honors rendered by, and on board, naval vessels.
 - (d) Know how to make any "commander" or "collective" call by flag hoist without referring to the visual call book.
 - (e) Be able to encode or decode any visual or radio heading in naval form.
 - (f) Know the International Rules of the Road and the inland rules applicable to naval districts along the coast where candidate's ship is normally based.
 - (g) Know in general the causes of compass error and the method of applying corrections and know the information that is given to gyro electrician underway.
 - (h) Know how to determine the time of sunrise and sunset, and know the system of time zones.
 - (i) Identify the flags worn by vessels of various Government departments.

- (3) A *signalman, first class*, shall have the following qualifications:

(A) *Practical factors.*

(a) None.

(B) *Examination subjects.*

(a) Send and receive according to the standard test given below.

(b) Know the functions of the Hydrographic Office, Naval Observatory, and the Coast and Geodetic Survey.

(c) Know how to take charge of a watch and handle traffic as a supervisor.

(d) Know radio procedure.

(e) Know the naval uniform insignia of the principal maritime nations.

(f) Have a general knowledge of meteorology and be able to interpret synoptic weather messages.

(g) Know how charts are cataloged, stowed, and corrected, and know the meaning of chart symbols.

(h) Know the United States buoyage system.

- (4) A *chief signalman* shall have the following qualifications:

(A) *Practical factors.*

(a) Take sun and star sights, and determine the ship's position therefrom.

(b) Demonstrate a full knowledge of deadreckoning and the use of radio bearings and soundings as aids to determining the ship's position.

(B) *Examination subjects.*

(a) Know how to care for chronometers and chronometer records, and be able to obtain and apply the chronometer tick.

(b) Know the foreign buoyage system.

(c) Know how to correct charts, sailing directions, and light lists, and be able to use tide and current tables.

- (5) The operating ability of signalmen will be determined according to the following standard tests:

(A) *Signalman, third class.*

(a) Transmit and receive 24 groups of 5-character code by flashing light in 3 minutes.

(b) Transmit and receive a plain language message of 100 characters by semaphore in 1 minute.

(B) *Signalman second class, first class.*

(a) Transmit and receive 30 groups of 5-character code by flashing light in 3 minutes.

(b) Transmit and receive a plain language message of 125 characters by semaphore in 1 minute.

D-5211. QUALIFICATIONS FOR FIRE-CONTROLMEN.

- (1) A *fire controlman, third class*, must have the following qualifications:

(a) An elementary knowledge of the principles of electricity and electrical practice aboard ship, together with sufficient mechanical aptitude to insure his adaptability to the requirements of the higher ratings of his group.

(b) Knowledge of the location, uses, required inspections, and methods for preservation of fire-control instruments and appliances aboard ship.

- (c) Knowledge of the uses of optical instruments in connection with the fire-control installation aboard ship together with the care required in handling and adjusting and their routine care and upkeep.
 - (d) Knowledge of location of ordnance storerooms, fire-control material and spare parts, optical material, and optical, ordnance, and electrical workshops and their equipment.
 - (e) An elementary knowledge of the duties of the fire-control party and a detailed knowledge of the organization of the fire-control division.
 - (f) Have the prescribed qualifications for at least one of the following: gun range finder operator, gun director pointer, enlisted range-keeper operator, enlisted spotter.
- (2) A *fire controlman, second class*, must possess the qualifications of a fire controlman, third class, and in addition the following:
- (a) Ability to pass an examination, or perform the following operations within the limits prescribed:
 - (1) *Arithmetic*.—All processes up to and including ratio and proportion.
 - (2) *Geometry, plane*.—The axioms. The propositions governing parallel lines, right triangles, and congruent triangles.
 - (3) *Trigonometry*.—Definitions of the six most common functions. How to find the value of the functions of one angle of a triangle of known sides.
 - (4) *D. C. electricity*.—Be able to diagram and discuss the circuits, mechanics and functions of any electrical D. C. measuring instrument in common use aboard ship. Diagram and explain the theory of D. C. motors and generators. Diagram and explain use of all essential circuits between plotting room and director. Be familiar with all methods of locating breaks, grounds, or bad insulation. Diagram and explain connections and circuits of systems employing step-by-step transmitters and receivers. Diagram and explain operation, care and repair to fire control telephones and circuits.
 - (5) *A. C. electricity*.—Be able to diagram and explain connections and circuits employing synchro motors and generators.
 - (6) *Fire control*.—Be familiar with the following elements of the surface fire control problem, be able to diagram and define each and tell how it is measured, used or corrected: range, advanced range, deflection, vertical and horizontal parallax, dip, convergence, director correction, true wind, apparent wind, target angle, trunion tilt, relative bearing, true bearing or course. Be familiar with: various methods of determining and correcting for erosion; function range keeper, inputs, how determined, and outputs, how used. Outline treatment of gun elevation from range finder through plotting room and until it appears at the gun in minutes of arc. Outline treatment of gun elevation as in above but for "non-plotting room" battery. How to resolve own ship motion and target motion into components in and at right angles to the line of sight by graphic methods. How to determine value of above components by trigonometry. Name the inputs to a surface type of range

keeper, telling how each is determined and introduced to the range keeper. Name all the outputs from a surface type range keeper and discuss its value. Compute the initial deflection for a short range battle problem (no wind) either by trigonometry or by range table. Diagram and explain a coincidence and stereo range finder, discuss operation and care.

(7) Be competent to man any gun fire control station other than turret captain, mount captain, or gun captain, except that men without the necessary visual qualifications shall not be required to be competent range finder operators.

(8) Be familiar with the recorded sources of fire control information usually available aboard ship. Be competent to interpret a mechanical drawing, schematic diagram, and wiring diagram.

(3) A *fire controlman, first class*, must possess the qualifications of a fire controlman second class and in addition, the following:

(a) Ability to—

(1) Take charge of, organize, instruct, and control the crew of any gun fire control station.

(2) Construct and drill a range finder operator and crew.

(b) Be familiar with the methods of spotting for surface and A. A. fire. Know how to construct spotting diagram. Knowledge of ballistic correction, methods of computing and applying. Method of controlling fire.

(c) Be familiar with procedure and organization of an observation party.

(d) Ability to diagram, define, tell how generated, measured, corrected or used, fuse range, super elevation, angle of position, angle of climb vertical or lateral deflection, level and cross-level.

(e) This section for fire controlmen, second class, who have spent 90 or more days at fire control schools, Ford Instrument Co., or Arma Engineering Co., or have graduated from primary or advanced class subsequent to October 1934. Be familiar with gyroscopic action and its various applications in naval gunnery. Describe and sketch a rotating prism gun or director sight. Sketch and describe, state function and location of mechanical differential gear, component solver, sector multipliers, integrators, heart-cam-follow-up-gears, and magnetic clutches. Draw wiring diagram for and explain action of servo motor, constant speed motor control. Have a clear working knowledge of one type of surface and one type of anti-aircraft director, or a combination instrument.

(f) Be familiar with circuits employing gas filled power tubes as used in remote control, stable zenith, and gyro compass systems.

(4) A *chief fire controlman* must possess the qualifications for a fire controlman, first class, and in addition, the following:

(a) To have graduated with an average of at least 2.5 from the advanced class, Fire Control School.

(b) Thorough knowledge of the organization and duties of the gunnery department both under normal procedure and in case of casualties of personnel and material.

(c) Ability to take over in an emergency the control of the following stations: Plotting room, secondary battery or A. A. battery group, spotter, range keeper, or graphic plotter.

- (d) Detailed knowledge of construction of all fire control instruments aboard ship and sufficient mechanical and electrical ability to analyze failure of material and make repairs incidental to operation and use. To include a detailed knowledge of a range keeper of a mark subsequent to Mark II.
- (e) Ability to determine ballistic correction and apply correction.
- (f) Ability to check alignment of director system on all batteries (torpedo excluded).
- (g) Ability to check and calibrate range finders and to make minor repairs and adjustments. (Not required to qualify as rangefinder operator.)

(5) It should be noted that the duties of fire controlmen are primarily concerned with operation and maintenance, and incidentally with repair.

(6) The following designations have been established for fire controlmen:

(R) *Qualified in range finder and fire control optical instrument operation.*

(M) *Qualified in maintenance.*

The purpose of establishing these two designations is to provide for range-finder operators and enlisted spotters; to provide for men with specialized technical qualifications within the fire controlman ratings; to provide for equal advantage in advancement through the establishment of more appropriate qualification requirements; to permit greater permanence in their specialties; and to preserve their identity in detailing to duty.

(7) The designation of fire controlman (R) is limited to first, second, and third class petty officer ratings. A fire controlman (R) who loses the visual qualifications required for this designation shall have his rating changed, without examination, to the corresponding class of fire controlman (M).

(a) A fire controlman (R), third class, must have the following qualifications:

(A) *Practical Factors.*

- (a) Have normal eyesight, mental alertness, clear speech and calmness under stress. Pass an acuity test.
- (b) Be able to apply current doctrine or any required spotting method to problems at spotting drill.
- (c) Demonstrate a satisfactory degree of proficiency in spotting ability, including ability to estimate target angles, target speed, and ranges, and to report, describe, and designate targets correctly.
- (d) Have a knowledge of the methods of keeping range finders in adjustment.
- (e) Be able to calibrate a range finder and determine range finder correction. Pass a practical examination at a range finder in making adjustments and taking ranges.
- (f) Have ability to keep a range finder log.

(B) *Examination Subjects.*

- (a) Understand the various methods of spotting, and current spotting doctrine for own type battery.
- (b) Possess a sound working knowledge of the fire-control installation, organization and general duties of entire fire-control party, and of fire-control procedures to be followed in day and night engagements.
- (c) Possess a good working knowledge of the basic definitions and terms pertaining to gun fire.

- (d) Understand in general the effect of changes in own and target course and speed.
- (e) Understand control of star shell fire.
- (f) Be familiar with different types of aircraft and their modes of attack.
- (g) Understand the three coordinates of antiaircraft fire, and the effects of errors or spots in each coordinate.
- (h) Be familiar with general construction of range finders and have a thorough knowledge of their care and upkeep.
- (b) A *fire controlman (R), second class*, must have the qualifications of a fire controlman (R), third class, plus those of a fire controlman, third class, as outlined in paragraph (1) above.
- (c) A *fire controlman (R), first class*, must have the qualifications of a fire controlman (R), third class, plus those of a fire controlman, second class, as outlined in paragraph (2) above.
- (d) No fire controlman (R), first class, shall be eligible for examination to chief fire controlman, for which there is no special designation, until he has demonstrated by examination that he has the qualifications for fire controlman, first class, as outlined in paragraph (3) above, and until he has fulfilled the necessary service requirements and the service-school requirements for advancement to chief fire controlman, as outlined in paragraph (4) above.
- (8) A fire controlman (M) must have the qualifications of the corresponding fire-controlman rating as outlined in paragraphs (1), (2), (3), and (4) above.
- (9) Fire controlmen, except chief fire controlmen, who are not designated as fire controlmen (R), shall be designated as fire controlmen (M).

D-5212. QUALIFICATIONS FOR FIREMEN.

- (1) A *fireman, third class*, must have the following qualifications:
 - (A) *Practical factors.*
 - (B) *Examination subjects.*
 - (a) Know the duties that he is expected to perform at general quarters and emergency drills and be able to recognize emergency signals.
 - (b) Know the type, location, and general features of boilers and main engines in own ship and the safety precautions to be observed in entering the engineering spaces.
 - (c) Know the names of captain, executive officer, heads of departments, and engineering division officers in own ship.
- (2) A *fireman, second class*, must have the following qualifications:
 - (A) *Practical factors.*
 - (a) Locate and identify engineering auxiliaries in own ship.
 - (b) Start and stop a motor and a pump.
 - (c) Pack stuffing boxes and stop leaks in small valves.
 - (B) *Examination subjects.*
 - (a) Be able to trace the steam from boiler through engine and back to boiler.
 - (b) Know the standard pipe markings used in the Navy.
 - (c) Know engineering safety precautions and emergency procedure.
 - (d) Know how a marine boiler is fired.
 - (e) Know what tests of feed water are made and the reason for each test.

- (f) Know the names and uses of boiler parts and fittings.
- (g) Know the proper method of feeding a boiler.
- (3) A *fireman, first class*, must have the following qualifications:
 - (A) *Practical factors.*
 - (a) Operate the engines of boats belonging to own ship.
 - (b) Cut threads and fit pipes, make joints in pipe lines, and remove and replace pipe covering.
 - (c) Use one machine tool and all hand tools commonly used in engine rooms, firerooms, and machine shops on board ship.
 - (d) Operate the various auxiliaries in the engine rooms.
 - (e) Use measuring instruments, including a micrometer and vernier.
 - (f) Operate, adjust, and make minor repairs to pumps.
 - (g) Operate all fireroom auxiliaries.

- (h) Tend a boiler underway, including lighting off, cutting in, and securing.
 - (i) Clean firesides and watersides of boilers.
 - (j) Remake joints (steam and water), test boiler water, and make minor brick repairs to furnace.
- (B) *Examination subjects.*
- (a) Know the routine at sea and in port of the engineering department.
 - (b) Know how to obtain the correct data for the engineering log and enter it properly in the log.
 - (c) Know the safety precautions to be observed in engine rooms and dynamo rooms.
 - (d) Know how the main engines are controlled and know the location of emergency devices.
 - (e) Know fireroom safety precautions and emergency procedure in the event of casualty.
 - (f) Know the names and uses of boiler fittings and auxiliaries.
 - (g) Know the principles of combustion and the meaning of viscosity, flash point, and fire point.
 - (h) Know the proper method of feeding a boiler.
 - (i) Know the construction of a water-tube marine boiler.

D-5213. QUALIFICATIONS FOR MACHINIST'S MATES.

- (1) A *machinist's mate, second class*, must have the following qualifications:
- (A) *Practical factors.*
- (a) Operate a lathe and do simple turning and boring.
- (B) *Examination subjects.*
- (a) Know the principles of operation of main engines and all engineering auxiliaries.
 - (b) Know the function and the operation of the drainage system in own ship.
 - (c) Know the construction, principles, and use of distilling plants and ice machines in own ship.
 - (d) Know the engine room safety precautions and be able to take proper action in the event of casualty or engineering breakdown.
 - (e) Know the basic principles of compression-ignition (Diesel) and spark-ignition (Otto cycle) internal-combustion engines and display knowledge of their construction and operation.
2. A *machinist's mate, first class*, must have the following qualifications:
- (A) *Practical factors.*
- (a) Perform all the mechanical details of lining up pumps, engines, or other shipboard machinery.
 - (b) Adjust bearing clearances, take and read leads, and bridge gage readings.
 - (c) Repair valves, piping, traps, and fittings on boilers, steam lines, and lubricating oil lines.
 - (d) Overhaul and repair feed pumps, including feed check valves.
 - (e) Operate machine tools usually found on board ship.
- (B) *Examination subjects.*
- (a) Know how to operate, care for, and make routine repairs to main engines in own ship.
 - (b) Know the functions and construction of condensers; be able to perform all duties in connection with their operation, care, and repair.

- (c) Know the proper pressures to be carried in various pipe lines and machinery of own ship.
 - (d) Know methods of upkeep and overhaul of compression-ignition (Diesel) and spark-ignition (Otto cycle) internal-combustion engines.
- (3) A *chief machinist's mate* must have the following qualifications:
- (A) *Practical factors.*
 - (a) Adjust clearances on turbine engines.
 - (b) Test boiler water and make other routine tests in the engineering department.
 - (c) Check and adjust alignments and clearances of reduction gears.
 - (B) *Examination subjects.*
 - (a) Know the principles of oil burning.
 - (b) Know the functions and principles of all engineering auxiliaries and be able to operate, care for, and repair them.
 - (c) Understand the operation, adjustments, and overhaul of turbines, steam reciprocating engines, reduction gears; be able to take indicator readings, torsion meter readings, and know the uses of indicator cards.
 - (d) Know the factors governing plant efficiency and recognize the causes of poor performance and determine the proper remedy.
 - (e) Know how to supervise major repairs and efficiently direct the efforts of the men employed in making such repairs.
 - (f) Know details of construction of compression-ignition (Diesel) and spark-ignition (Otto cycle) internal-combustion engines and be able to direct and supervise the overhaul of these engines.

D-5214. QUALIFICATIONS FOR MOTOR MACHINIST'S MATES.

(1) A motor machinist's mate, second class, must have the following qualifications:

- (A) *Practical factors.*
 - (a) Operate a lathe and do simple turning and boring.
- (B) *Examination subjects.*
 - (a) Theory, construction, adjustment, and operation of internal combustion engines and their accessories.
 - (b) Engine operating instructions.
 - (c) Construction principles and use of distilling and refrigerating installation in own ship.
 - (d) Function and operation of drainage system in own ship.
 - (e) Engine room and motorboat safety precautions and proper action in case of casualty.
 - (f) Safety precautions, stowage, care, and handling of fuel and lubricating oil.
 - (g) Safety precautions to be observed in the operation of electrical apparatus with which he commonly works (fuses, circuit breakers, starting and stopping small motors, overload trips, etc.).
 - (h) Safety precautions pertaining to lathe operation.
- (C) *Educational requirements.*
 - (a) Satisfactorily complete the Bureau of Naval Personnel training course for Machinist's Mate, second class.
 - (b) Satisfactorily complete the Bureau of Naval Personnel training course in Diesel engines.

(2) A motor machinist's mate, first class, must have the following qualifications: Qualify in all requirements for motor machinist's mate, second class, and in addition:

(A) *Practical factors*.—Demonstrate ability to—

- (a) Maintain, operate, adjust, line up, and overhaul internal combustion engines.
- (b) Overhaul and adjust carburetors, ignition systems, injector systems, and other engine auxiliaries.
- (c) Adjust bearing clearances, take and use lead and bridge gage readings.
- (d) Repair and test piping systems.
- (e) Operate the following machine tools with sufficient skill to perform machine repair work usually done on board ship: lathe, drill press, grinder, shaper, milling machine. If the last two are not available on board ship, shall be able to explain their operation and type of work they perform.
- (f) Maintain and operate oil purification system.
- (g) Take charge of engine room watch.

(B) *Examination subjects*.

- (a) Probable effect of using contaminated fuel or lubricating oil.
- (b) Operation, care, adjustment, and routine repair to internal combustion engines in own ship.
- (c) Proper pressures and temperatures in pipe lines and machinery and reasons therefor.
- (d) High and low pressure air-compressors and compressed air systems.
- (e) Function and operation of own ship's auxiliary machinery.
- (f) Know significance of gage and thermometer readings, and action required if readings are abnormal.
- (g) Know effect of hull fouling, towing, and increased draft on propulsion system.
- (h) Know the probable effect of operating internal combustion engines outside the designated speed and temperature limits.
- (i) Know essential electrical features of starting and stopping generators singly and in parallel.
- (j) Be familiar with purpose, operation, and care of engine governors.
- (k) Safety precautions of all machine tools.

(C) *Educational requirements*.

- (a) Satisfactorily complete the Bureau of Naval Personnel training course for machinist's mate, first class, and chief machinist's mate (combined course).

(3) A chief motor machinist's mate must have the following qualifications: Qualify in all requirements for motor machinist's mate, first class, and in addition:

(A) *Practical factors*.—Demonstrate ability to—

- (a) Make tests in Engineering Department and make intelligent use of data obtained.
- (b) Check and adjust alignment and clearances of engines and auxiliaries.
- (c) Plan and supervise major repairs in Engineering Department.

(B) *Examination subjects.*

- (a) Operation, adjustment, and overhaul of internal combustion engines.
- (b) Functions and principles of engineering auxiliaries and their care, operation, and adjustment.
- (c) Care, upkeep, and operation of shipboard machinery outside engineering department.
- (d) Factors governing plant efficiency, the causes of poor performance, and appropriate remedies.
- (e) Care, operation, and adjustment of the various types of drive (direct reversing, reduction gear, hydraulic clutch, and electric drive).
- (f) Fundamentals of battery charging.
- (g) Duties of the engineering officer of the watch.

(C) *Educational requirements.*

- (a) Satisfactorily complete the Bureau of Naval Personnel training course for machinist's mate, first class, and chief machinist's mate (combined course).

D-5215. QUALIFICATIONS FOR WATER TENDERS.

(1) A *water tender, second class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Be qualified to take charge of a fireroom under way.

(B) *Examination subjects.*

- (a) Know the drainage system in own ship and how to take suction from any designated compartment or bottom.
- (b) Know how to estimate the quantity of fuel and keep account of fuel expended and on hand.
- (c) Know in detail all safety precautions pertaining to boilers, blowers, fuel, feed water system, and other features of a fireroom and the action to be taken in the event of casualty or emergency.

(2) A *water tender, first class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Use the hand and pneumatic tools required for boiler repair and overhaul.
- (b) Renew brick work.

(B) *Examination subjects.*

- (a) Know the characteristics and uses of materials employed in boiler construction.
- (b) Know the boiler section of the Manual of Engineering Instructions.
- (c) Know the principles, operation, care, and repair of condensers, evaporators, feed water heaters, feed pumps, and fuel-oil heaters in own ship.
- (d) Know what difficulties or distortions to look for when examining a boiler and be able to test a boiler for tightness.
- (e) Know in detail the fuel-oil system on own ship, to include usual methods of obtaining fuel.

(3) A *chief water tender* must have the following qualifications:

(A) *Practical factors.*

- (a) None.

(B) *Examination subjects.*

- (a) Know the various types of naval boilers, including usual location of heavy corrosion, heavy soot deposits, and other typical faults and be able to apply the correct remedy.
- (b) Know what factors affect boiler efficiency and be able to determine the most efficient manner of firing and feeding a boiler under various conditions.
- (c) Know the general principles of operation of main propelling machinery in own ship.
- (d) Know fuel-oil characteristics in detail.
- (e) Know how to supervise major repairs and efficiently direct the effort of men employed in making such repairs.
- (f) Know the boiler section of the Manual of Engineering Instructions.

D-5216. QUALIFICATIONS FOR BOILERMAKERS.

(1) *Boilermakers, second class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Cut threads and fit pipes.
- (b) Remake joints (steam and water), test boiler water, and make minor brick repairs to furnace.
- (c) Make minor boiler repairs.
- (d) Use all hand and pneumatic tools used by a boilermaker.
- (e) Renew elements of a boiler, such as tubes, nipples, headers, gage-glass columns, and valves.
- (f) Caulk seams and rivets and lay out sheet-metal work.

(B) *Examination subjects.*

- (a) Know the construction of marine boilers and know in detail the construction of boilers in own ship.
- (b) Know fireroom safety precautions and the procedure to be followed in the event of casualty.
- (c) Know what defects or distortions to look for when examining a boiler.
- (d) Know the reasons for and the methods of making all tests connected with boilers and feed water.

(2) *Boilermakers, first class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Renew brick work and make patches on boiler parts.
- (b) Test boiler water.

(B) *Examination subjects.*

- (a) Know how the spare parts of a boiler are preserved.
- (b) Know the principles, operation, care, and repair of condensers, evaporators, feed water heaters, feed pumps, and fuel-oil heaters in own ship.
- (c) Know the characteristics and uses of materials employed in boiler construction.
- (d) Know the boiler section, Manual of Engineering Instruction.

(3) *Chief boilermakers* must have the following qualifications:

(A) *Practical factors.*

- (a) None.

(B) Examination subjects.

- (a) Know the details and the principles involved in the construction of the various types of marine boilers, including a knowledge of the size or thickness of parts affecting the strength of the boilers, especially those that are likely to require replacement.
- (b) Know what factors affect boiler efficiency and be able to determine the most efficient manner of firing and feeding a boiler under various conditions of temperature and speed.
- (c) Be able to lay out and estimate the time, cost, and material for any boiler repair job.
- (d) Know the general principles of operation of main propelling machinery.
- (e) Know the characteristics of fuel oil.
- (f) With regard to naval boilers, know the usual location of heavy corrosion, heavy soot deposits, and other typical faults, and be able to apply the correct remedy.
- (g) Know the boiler section in the Manual of Engineering Instructions.

D-5217. QUALIFICATIONS FOR METALSMITHS.

- (1) A *metalsmith, second class*, must have the following qualifications:

(A) Practical factors.

- (a) Make patches and repairs to piping.
- (b) Anneal and work copper and brass.
- (c) Demonstrate punching, upsetting, drawing out, tempering, annealing, and case hardening.
- (d) Use all hand and machine tools used by metalsmiths and know the safety precautions involved.
- (e) Repair scored gasoline-engine cylinders.

(B) Examination subjects.

- (a) Know the uses of copper, brass, iron, steel, and other metals found on board ship.
- (b) Know the uses and composition of various alloys and of flux.
- (c) Know the safety precautions to be observed in working metals and in the use of forges.
- (d) Know the uses of the various forms of stocks, bars, billets, and shapes.
- (e) Show by diagram the drainage system in own ship.
- (f) Be able to test watertight doors, ports, and hatches.
- (g) Know the current general instructions for painting.
- (h) Be familiar with welding nomenclature, definitions and symbols as set forth in part A, section A-1 and A-2 of General Specifications for Inspection of Material, appendix VII, Welding.

- (2) A *metalsmith, first class*, must have the following qualifications:

(A) Practical factors.

- (a) Same as for metalsmith, second class, except that his work must be of a higher order.

(B) Examination subjects.

- (a) Know the arrangement of the ventilating system in own ship.
- (b) Be able to lay out and perform all metalworking jobs that may be required on board ship.

- (c) Know the duties of a damage repair party and be able to make repairs within the scope of such a party.
- (d) Have a thorough knowledge of the following:
 - (1) Joint design requirements as set forth by part B, section B-1 of General Specifications for Inspection of Material, appendix VII, Welding.
 - (2) Section IV to XX, inclusive, of General Specifications, C. & R. appendix 5.
 - (3) Sections S1-2-t and S1-2-u of General Specifications for Machinery, subsections S1-2.
- (3) A *chief metalsmith* must have the following qualifications:
 - (A) *Practical factors.*
 - (a) None.
 - (B) *Examination subjects.*
 - (a) Be able to plan and estimate time, cost, and material for any C. & R. metal repair or alteration required on board ship or at a navy yard.
 - (b) Understand the operation and use of all shipboard machinery under the cognizance of the C. & R. Department.
 - (c) Know the action to be taken by the petty officer in charge of a damage repair party.
 - (d) Have a thorough knowledge of General Specifications, C. & R. appendix 5, and General Specifications for Machinery, subsection S1-2.

D-5218. QUALIFICATIONS FOR MOLDER.

- (1) A *molder, second class*, must have the following qualifications:
 - (A) *Practical factors.*
 - (a) Equip and keep in condition a shipboard foundry.
 - (b) Make sound castings in a correct and proper manner.
 - (c) Sort and melt over scraps and trimmings.
 - (d) Use a crucible as found on board ship.
 - (B) *Examination subjects.*
 - (a) Know the terms used in molding and be able to use all tools, instruments, and appliances of the trade.
 - (b) Know the care, operation, and repair of an oil furnace and the safety precautions with regard to the use of fuel oil.
 - (c) Know the safety precautions to be observed in the making of or repair of cored castings.
- (2) A *molder, first class*, must have the following qualifications:
 - (A) *Practical factors.*
 - (a) Make green sand and loam moldings and make sound castings of superior workmanship.
 - (b) Be qualified to take charge of a foundry on board ship.
 - (B) *Examination subjects.*
 - (a) Be able to estimate on a large casting job in time, material, and kind of finish.
 - (b) Make out bills of material and know the proper care of tools, appliances, and stock.

D-5219. QUALIFICATIONS FOR ELECTRICIAN'S MATES.

- (1) An *electrician's mate, third class*, must have the following qualifications:
 - (A) *Practical factors.*
 - (a) Repair open circuits; find and clear grounds; run wiring for fans, call bells, etc.

- (b) Operate searchlights in ship to which attached.
 - (c) Perform simple soldering and brazing, and demonstrate the use of electricians' hand tools.
 - (d) Start, stop, clean, and oil electric motors.
 - (e) Charge portable storage batteries.
 - (f) Demonstrate the resuscitation of a man unconscious from electric shock.
- (B) *Examination subjects.*
- (a) Know the meaning of common terms used in electricity.
 - (b) Know Ohm's law, Kirschoff's laws, and be able to solve simple problems in direct current.
 - (c) Know the safety precautions to be observed in the care and operation of electrical apparatus with which he commonly works.
 - (d) Know the use of selsyn and step-by-step motors in interior communications.
- (2) *An electrician's mate, second class, must have the following qualifications:*
- (A) *Practical factors.*
- (a) Start and stop generators and operate them in parallel and be a qualified watch stander at the main power and light switchboard.
 - (b) Locate and repair open circuits and run fixed wiring.
 - (c) Qualify in the care and upkeep of searchlights in ship to which attached.
- (B) *Examination subjects.*
- (a) Know the construction and theory of storage batteries and be able to charge batteries.
 - (b) Know the elementary theory of alternating current and be able to solve simple problems in alternating current.
 - (c) Know the construction and uses of A. C. and D. C. motors and generators in ship to which attached.
 - (d) Know the requirements of the Manual of Engineering Instructions relating to the care and maintenance of electrical equipment on board ship.
 - (e) Be able to show by diagram the motors and machinery in a typical alternating-current electric-drive ship and know the theory of electrical propulsion.
 - (f) Know the characteristics of current and voltage transformers and be able to operate the various types.
 - (g) Know how to diagram, care for and repair fire-control telephones and interior-communication telephones and circuits.
 - (h) Know the theory of the vacuum tube and the relations between grid, plate, and filament under various conditions.
 - (i) Know how to care for and repair the electrical equipment (including the ignition system) of ship's boats.
 - (j) Know how to trace circuits on electrical plans and to read and understand wiring diagrams of starting apparatus and electrical instruments.
- (3) *An electrician's mate, first class, must have the following qualifications:*
- (A) *Practical factors.*
- (a) Wind an armature.
 - (b) Be a qualified watch stander on the main gyro compass underway.

(B) Examination subjects.

- (a) Know the theory of the gyro compass.
 - (b) Know the characteristics of the various types of A. C. and D. C. generators used on board ship.
 - (c) Know how to find and remedy faults in motors and generators.
 - (d) Know how to install and adjust ship's service telephones including automatic systems.
 - (e) Know how to compute the elements of simple electrical circuits, A. C. and D. C.
 - (f) Know how to make all tests of shipboard electrical apparatus required by regulations and to make proper reports on such tests and inspections.
 - (g) Know the theory and operating principles of the various types of synchro units used in interior communications and fire-control; be able to adjust and make settings and detect and isolate electrical troubles in these units.
 - (h) Know the theory and operating principles of grid control rectifier tubes and power tubes.
 - (i) Know the theory and construction of all types of batteries, dry and storage, with special regard to their uses on board ship.
- (4) A *chief electrician's mate* must have the following qualifications:

(A) Practical factors.

- (a) Be a qualified watch stander in charge of the electrical department on board ship.
- (b) Be a qualified watch stander in main control room (if attached to a ship having electric drive).
- (c) Be a graduate of one of the following schools:
 - 1. Gyro Compass School (New York or San Diego).
 - 2. Electrical Interior Communications School, Bellevue, D. C.

(B) Examination subjects.

- (a) Know the theory and operating principles of all remote automatic control systems for gun train and elevation.
- (b) Know the theory and practical application of these theories: Motors, generators, transformers, switchboards, control appliances, and all shipboard electrical equipment.
- (c) Know where to look for trouble in electrical equipment that is not functioning properly and be able to make all shipboard electrical repairs.

D-5220. QUALIFICATIONS FOR RADIOMEN.

- (1) A *radioman, third class*, must have the following qualifications:

(A) Practical factors.

- (a) Start, stop, regulate power, and make necessary operating adjustments on the Navy radio transmitting and receiving equipment in own ship or station and know the safety precautions involved. This includes the shifting of frequencies within the time limit and degree of accuracy set as standard within the fleet or force to which attached.
- (b) Be qualified as a watch stander on an 18 w. p. m. Fleet circuit and to copy high power, low frequency Fox method broadcasts.

- (c) Demonstrate first aid as applied to a person suffering from electric shock.
 - (d) Obtain an accurate bearing with radio direction finder in own ship or station.
 - (e) Operate Navy sound receivers and transmitters in own ship.
 - (f) Must demonstrate ability to receive 22 words per minute in code and 25 words per minute in plain language.
- (B) *Examination subjects.*
- (a) Send and receive according to the standard test given below.
 - (b) Qualify in typing according to the standard test given below.
 - (c) Encipher and decipher a message in service cipher and demonstrate ability to use current cryptographic aids required for use by radioman on circuits.
 - (d) Have a working knowledge of the types, uses, care and maintenance of batteries used in naval radio equipment.
 - (e) Have a working knowledge of naval radio operating procedure.
 - (f) Know the procedure for communicating with aircraft in distress.
 - (g) Know the safety precautions to be observed with radio equipment on board ship.
- (2) A radioman, second class, must have the following qualifications:
- (A) *Practical factors.*
- (a) Perform simple radio and electrical repairs.
- (B) *Examination subjects.*
- (a) Send and receive according to the standard test given below.
 - (b) Qualify in typing according to the standard test given below.
 - (c) Have a good working knowledge of the operation, adjustment, and care of the radio, radio direction finder, and sound equipment in own ship or station.
 - (d) Possess a detailed knowledge of communication instructions and naval organization with demonstrated ability to route traffic to and from his own ship or station through the chain of command.
 - (e) Have a working knowledge of commercial traffic instructions and international procedure; know the regulations regarding communications as prescribed for the safety of life at sea; and be able to communicate by radio with a merchant vessel at sea.
 - (f) Have a general knowledge of the characteristics of the various types of antennas used on board ship.
 - (g) Know how to take charge of a watch, handle traffic as a supervisor, and act as a monitor engineer for several receiving equipments.
- (3) A radioman, first class, must have the following qualifications:
- (A) *Practical factors.*
- (a) Demonstrate ability to adjust, calibrate, and make usual repairs for the radio, radio direction finder, and sound equipments (main and auxiliary) in own ship or station.

(B) *Examination subjects.*

- (a) Send and receive according to the standard test given below.
- (b) Know how to take charge of a radio direction finder station, and demonstrate knowledge of deviation, azimuth, charts, and calibration.
- (c) Be able to solve simple problems in A. C. and D. C.
- (d) Have a good working knowledge of the routine care, upkeep, and operation of gas and oil engines.
- (e) Know how to communicate by radio with foreign shore stations and warships.
- (f) Know how to draw schematic wiring diagrams of fundamental receiver and transmitter circuits and be able to readily trace out circuits from detailed wiring diagrams.
- (g) Have a good working knowledge of commercial accounting and abstracting as used by the Navy.
- (h) Have a good working knowledge of visual procedure.

(4) A *chief radioman* must have the following qualifications:

(A) *Practical factors.*

- (a) Be a graduate of the Radio Material School, except in cases of radiomen with eight or more years' total naval service, or or with four or more years' service as radioman, first class.

(B) *Examination subjects.*

- (a) Know how to perform the duties of the officer in charge of a naval shore radio station.
- (b) Know how to operate and maintain all standard types of naval radio, telegraph, and telephone transmitters and receivers, including rectifier, power, and auxiliary equipment.
- (c) Know how to operate and maintain all standard types of Navy portable radio equipment.
- (d) Be familiar with the characteristics of and be able to design antennas, including feeders, coupling, and adjustment for optimum operation.
- (e) Be familiar with the theory, construction, and use of the most frequently used Navy types of vacuum tubes.
- (f) Know how to install, correct, and compensate standard types of Navy radio direction finders.
- (g) Be familiar with the theory of radio wave propagation, including knowledge of skip distances, the ionosphere, the sunspot cycle and its effect on wave propagation.
- (h) Have a good working knowledge of all standard Navy types of sound equipment for depth finding and ranging.
- (i) Be familiar with the organization, functions, and facilities of the Army, Coast Guard, and United States commercial communication systems and the Federal Communications Commission.
- (j) Possess an elementary knowledge of navigation, including knowledge of charts, dead reckoning, points of the compass, compass errors, and method of determining position by direction finder bearings.

- (k) Be familiar with the fundamental principles of and be able to operate and maintain the following :
 - 1. A. C. and D. C. motors and generators.
 - 2. Power transformers.
 - (l) Know how to install and operate land telegraph and telephone lines.
- (5) The operating speed of radiomen will be determined according to the following standard tests.
- (a) *Chief radiomen and radiomen, first-class.*—Transmit and receive 5 messages in class A form containing a total of 600 characters according to the standard procedure given in (d). The text of 4 of the messages shall be in service cipher and 1 in mixed numeral-letter code in groups of 5 characters.
 - (b) *Radiomen, second-class.*—Transmit and receive 4 messages in class A form containing 525 characters. The text of 3 of the messages shall be in service cipher and 1 in mixed numeral-letter code in groups of 5 characters.
 - (c) *Radiomen, third-class.*—Transmit and receive 3 messages in Class A form containing a total of 425 characters. The text of 2 of the messages shall be in service cipher and 1 in mixed numeral-letter code in groups of 5 characters.
 - (d) The following standard procedure shall be used in giving the above tests:

Messages shall be approximately the same length, heading containing about 30 percent and the text about 70 percent of the total number of characters. Each message shall be written on a separate blank. The standard of accuracy required for both transmission and reception is 100 percent. Two separate tests may be given in case an error has been made on the first test.

The transmitting time limit shall be 8 minutes and transmitting shall be done with a hand telegraph key. The transmitting time limit shall include "servicing" each message by endorsing thereon the time of transmission and the operator's sign. All errors must be corrected as on a regular circuit.

The receiving time limit shall be 8 minutes and shall include "servicing" each message by endorsing thereon the time of receipt, frequency used, and the operator's sign. Receiving shall be done on a typewriter, either standard or telegraphic.

D-5221. QUALIFICATIONS FOR CARPENTER'S MATES.

- (1) A *carpenter's mate, third class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Use all hand and machine tools found in a carpenter shop on board ship.
- (b) Patch a linoleum deck covering.
- (c) Make a mortise and tenon joint.
- (d) Inspect, test, and fill all shipboard types of portable fire extinguishers.
- (e) Use a rescue breathing apparatus and know its capabilities and limitations.

(B) *Examination subjects.*

- (a) Know the characteristics of woods used in the Navy and their uses on board ship.

- (b) Know how surfaces are prepared for painting, varnishing, and for linoleum.
 - (c) Know the standard Navy system for marking pipes and gas containers.
 - (d) Be able to sound compartments and know the location of bottoms, feed and fuel tanks, fresh-water tanks, peak tanks, and cofferdams in own ship.
 - (e) Know the terms used in boat construction and the types of boats in use in the Navy.
 - (f) Name and know the uses of all recognized types of joints used in the woodworking industry.
 - (g) Be able to read and understand the various types of draft marks used on naval vessels.
- (2) A *carpenter's mate, second class*, must have the following qualifications:
- (A) *Practical factors.*
 - (a) Lay linoleum.
 - (b) Renew deck planking.
 - (c) Manufacture gratings.
 - (d) Make repairs to wooden gangways and ladders.
 - (e) Caulk seams, repair oars and spars, and make customary repairs to ship's boats.
 - (f) Use all power tools in the carpenter shop.
 - (g) Renew gaskets in watertight doors, ports, and hatches.
 - (B) *Examination subjects.*
 - (a) Be able to show by diagram the drainage system in own ship.
 - (b) Be able to lay off joiner and cabinet work.
 - (c) Know how anchor chain is made up and marked, and how anchor windlass is operated.
 - (d) Be able to test watertight doors, ports, and hatches.
- (3) A *carpenter's mate first class*, must have the following qualifications:
- (A) *Practical factors.*
 - (a) Renew a stem, stern frame, and engine foundation in a small boat or construct a cabinet or other furniture aboard ship.
 - (B) *Examination subjects.*
 - (a) Know the duties of a damage-repair party and be able to make repairs within the scope of such a party.
 - (b) Be able to lay out and perform all woodworking jobs that may be required on board ship.
 - (c) Know the current general instructions for painting.
 - (d) Know the arrangement of the ventilation system in own ship.
 - (e) Be able to make simple patterns.
 - (f) Know the steps preparatory to placing a ship in drydock.
- (4) A *chief carpenter's mate* must have the following qualifications:
- (A) *Practical factors.*
 - (a) None.
 - (B) *Examination subjects.*
 - (a) Know the duties of a damage control officer and be able to perform these duties.
 - (b) Know the action to be taken by the petty officer in charge of a damage-repair party.
 - (c) Be able to perform routine repair jobs with metal.

- (d) Be able to plan and estimate time and material for any C. & R. repair or authorization required on board ship or at a navy yard.
- (e) Know the duties of a first lieutenant when the ship is in dry-dock and preparatory to flooding the dock.

D-5222. QUALIFICATIONS FOR SHIPFITTERS.

(1) A *shipfitter, third class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Use all hand and machine tools found in the shipfitter's shop in own ship or station.
- (b) Inspect, test, and fill all shipboard types of portable fire extinguishers.
- (c) Use a rescue breathing apparatus and know its capabilities and limitations.
- (d) Make minor metal repairs.

(B) *Examination subjects.*

- (a) Know the characteristics and shipboard uses of materials used in the shipfitter's trade on board ship.
- (b) Know the standard Navy system for marking pipes and gas containers.
- (c) Be able to sound compartments and know the location of bottoms, feed and fuel tanks, fresh-water tanks, peak tanks, and cofferdams in own ship.
- (d) Know the terms used in boat construction and the types of boats in use in the Navy.
- (e) Be able to read and understand the various types of draft marks used on naval vessels.
- (f) Know the various types of welding found on board ship and know where each type should and should not be used.

(2) A *shipfitter, second class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Demonstrate ability to make general metal repairs on board ship.
- (b) Renew gaskets in watertight doors, ports, and hatches.

(B) *Examination subjects.*

- (a) Be able to show by diagram the drainage system in own ship.
- (b) Be able to test watertight doors, ports, and hatches.
- (c) Know how anchor chain is made up and marked and how anchor windlass is operated.
- (d) Know the current general instructions for painting.
- (e) Be familiar with welding nomenclature, definitions, and symbols as set forth in part A, sections A-1 and A-2 of General Specifications for Inspection of Material, appendix VII, Welding.

(3) A *shipfitter, first class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Lay out sheet metal work and bend to shapes and containers; manufacture a metal locker.

(B) *Examination subjects.*

- (a) Know the duties of a damage repair party and be able to make repairs within the scope of such a party.
- (b) Be able to lay out and perform all metalworking jobs that may be required on board ship.

- (c) Know the arrangement of the ventilating system in own ship.
- (d) Have a thorough knowledge of the following:
 - (1) Joint design requirements as set forth by part B, section B-1 of General Specifications for Inspection of Material, appendix VII, Welding.
 - (2) Sections IV to XX, inclusive, of General Specifications, C. & R. appendix 5.
 - (3) Sections S1-2-t and S1-2-u of General Specifications for Machinery, subsection S1-2.
- (4) A *chief shipfitter* must have the following qualifications:
 - (A) *Practical factors.*
 - (a) None.
 - (B) *Examination subjects.*
 - (a) Know the action to be taken by the petty officer in charge of a damage repair party.
 - (b) Be able to plan and estimate time, cost, and material for any metal repair job required on board ship or at a navy yard.
 - (c) Know the duties of a damage control officer and be able to perform these duties.
 - (d) Understand the operation and use of all shipboard machinery under the cognizance of C. & R. Department.
 - (e) Know the steps preparatory to placing a ship in dry dock; know the duties of a first lieutenant when the ship is in dry dock and preparatory to flooding the dock.
 - (f) Have a thorough knowledge of General Specifications, C. & R. appendix 5 and General Specifications for Machinery, subsection S1-2.

D-5223. QUALIFICATIONS FOR PATTERNAKERS.

- (1) A *patternmaker, second class*, must have the following qualifications:
 - (A) *Practical factors.*
 - (a) Use all woodworking tools, both hand and power, required in pattern making.
 - (B) *Examination subjects.*
 - (a) Know the characteristics and uses of the various woods and metals used in pattern making.
 - (b) Know how patterns are accounted for in store and how they are checked prior to re-use.
 - (c) Know the terms used in molding and the uses of molders' tools, instruments, and appliances.
 - (d) Know the safety precautions to be observed while making or repairing cored castings.
- (2) A *patternmaker, first class*, must have the following qualifications:
 - (A) *Practical factors.*
 - (a) Make intricate patterns of excellent workmanship. (Patterns of practical use only should be required.)
 - (B) *Examination subjects.*
 - (a) Be able to estimate time, material, and cost for a large pattern-making job.
 - (b) Be able to estimate time, material, and cost for a large casting job.
 - (c) Know the instructions to be given to a molder with regard to the use of intricate patterns.

D-5224. QUALIFICATIONS FOR RADIO TECHNICIANS.

(1) A *radio technician, third class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Start, stop, regulate power and make necessary operating adjustments on the radio transmitting, receiving, radio direction finder, underwater sound, Radar, frequency measuring, and vacuum tube testing equipment in own ship or station, and know the safety precautions involved. This includes the shifting of frequencies within the time limit and degree of accuracy set as standard within the fleet or force to which attached.
- (b) Demonstrate ability to draw schematic circuit diagrams of elementary radio circuits.
- (c) Demonstrate ability to locate and identify component parts of an actual piece of radio equipment by reference to the associated circuit diagram.
- (d) Demonstrate mechanical ability including proper handling of ordinary tools used in routine radio service work.
- (e) Demonstrate ability to make simple repairs to standard ship-board radio equipment under qualified supervision.
- (f) Be able to obtain an accurate bearing with the radio direction finder in own ship or station.
- (g) Demonstrate a working knowledge of the remote control systems used with the radio communication equipment in own ship or station.
- (h) Demonstrate a working knowledge of the power supply systems used with the radio equipment in own ship or station.
- (i) Demonstrate a knowledge of first aid as applied to a person suffering from electric shock.

(B) *Examination subjects.*

- (a) Have a working knowledge of the types, uses, care and maintenance of batteries used in naval radio equipment.
- (b) Have a working knowledge of Ohms Law, Kirchoffs Laws and be able to apply them to the solution of elementary problems.
- (c) Have an elementary knowledge of theory and operation of radio receiving and transmitting equipment used on own ship.
- (d) Have elementary knowledge of theory and operation of the cathode ray oscilloscope.
- (e) Have a working knowledge of standard Navy test equipment used in servicing.
- (f) Know the safety precautions to be observed with radio equipment on board ship.

(C) Satisfactory completion of the course at an approved primary radio material school using the standard curriculum approved by the Bureau of Naval Personnel will be accepted in lieu of requirements (A) and (B) above.

(2) A *radio technician, second class*, must have the following qualifications, in addition to the qualifications listed for radio technician, third class.

(A) *Practical factors.*

- (a) Perform routine radio and electrical repairs to equipment in own ship or station.

- (b) Demonstrate ability to handle and use proficiently all tools and test equipment normally used in radio service work in own ship or station.
- (c) Demonstrate ability to make receiver sensitivity and selectivity measurements.
- (d) Demonstrate ability to interpret complicated wiring diagrams.
- (e) Demonstrate familiarity with standard methods of trouble analysis.
- (f) Demonstrate familiarity with standard instruction books furnished with radio equipment installed in own ship or station.
- (g) Have a general knowledge of the characteristics of various types of antennas used on board ship.
- (h) Be able to locate leaks and effect repairs to pressure type transmission lines.

(B) *Examination subjects.*

- (a) Have a good working knowledge of the operation, adjustment and care of the radio, radio direction finder, and sound equipment in own ship or station.
- (b) Have a basic knowledge of AC and be able to solve practical problems.
- (c) Possess a general knowledge of the theory and operation of Radar equipment installed in own ship or station.
- (d) Have a good working knowledge of the theory and operation of the cathode ray oscilloscope of all standard Navy test equipment and its use in servicing radio equipment.
- (e) Have a good working knowledge of the theory of operation, care and maintenance of motors and generators used in connection with radio equipment in own ship or station.
- (f) Be familiar with chapter 31, Manual of Engineering Instructions, pertaining to care, upkeep and repairs on radio equipment.
- (g) Be familiar with and be able to prepare communication equipment records.
- (h) Be familiar with and be able to prepare vacuum tube failure reports.
- (i) Be familiar with and be able to prepare reports of failure of component parts.
- (j) Know the general procedure for requisitioning replacement parts.

(C) Satisfactory completion of the advanced course at a radio material school will be accepted in lieu of paragraphs (A) and (B) above.

(3) A radio technician, first class, must have the following qualifications, in addition to qualifications for radio technician, second class:

(A) *Practical factors.*

- (a) Demonstrate ability to tune properly, calibrate, and make routine maintenance adjustments to the radio, radio direction finder and sound equipment in own ship or station.
- (b) Demonstrate ability to locate trouble and make necessary repairs to all standard Navy types of radio receiving and transmitting equipment including Radar equipment.
- (c) Demonstrate ability to take charge of and direct matériel upkeep of all radio, sound and Radar equipment in use in own ship or station.

- (d) Be thoroughly familiar with Navy methods of accounting for stores and spare parts and with the method of obtaining replacements.

(B) *Examination subjects.*

- (a) Be thoroughly familiar with the principles of alternating current and be able to solve alternating current problems including series and parallel circuits.
- (b) Be thoroughly familiar with the theory and operation of alternating current and direct current machinery, transformers, motors, generators, and control circuits employed therewith as used in naval vessels.
- (c) Have a good working knowledge of the care, upkeep, and operation of gasoline and Diesel engines.
- (d) Have a good working knowledge of vacuum tube theory and radio circuits, including a thorough understanding of resistance, capacity, and inductance as applied to radio circuits.
- (e) Be able to diagnose troubles in radio circuits quickly and efficiently by means of circuit analysis and intelligent use of standard service equipment.
- (f) Have a good working knowledge of ultra high frequency circuits and wave propagation.
- (g) Have a working knowledge of training remote control systems, including Selsyn, Amplidyne, Thyatron systems.
- (h) Be able to draw standard circuit and wiring diagrams of practical radio equipment.
- (i) Have a working knowledge of naval radio operating procedure.
- (j) Know the procedure of communication with ships and aircraft in distress.
- (k) Know how to communicate by radio with foreign shore stations and ships.
- (l) Know how to take charge of Radio Direction Finder Stations, and demonstrate knowledge of deviation, azimuth, charts, and calibration.

(4) A *chief radio technician* must have the following qualifications, in addition to those listed for radio technician, first class:

(A) *Practical factors.*

- (a) Be qualified as a watch stander on 18 words per minute fleet radio circuit, and be able to copy high-power low frequency Fox method broadcast.

(B) *Examination subjects.*

- (a) Know how to perform the duties of the officer in charge of a naval shore radio station.
- (b) Know how to operate and maintain all standard types of naval radio telegraph and telephone transmitters and receivers, including rectifier, power and auxiliary equipment.
- (c) Know how to operate and maintain all standard types of Navy portable radio equipment.
- (d) Be familiar with the characteristics of and be able to design antennas, including feeders, coupling, and adjustment for optimum operation with emphasis on ultra high frequency directional arrays, etc.

- (e) Be thoroughly familiar with the theory of radio wave propagation, including knowledge of skip distances, the ionosphere, the sunspot cycle and its effect on wave propagation, with emphasis on ultra-high frequency propagation.
- (f) Have a good working knowledge of transmission lines and transmission line theory and be able to install and maintain same.
- (g) Be thoroughly familiar with the theory, construction and use of the most frequently used types of vacuum tubes.
- (h) Know how to install, correct, and compensate standard types of Navy radio direction finders.
- (i) Have a general knowledge of the organization, functions, and facilities of the Army, Coast Guard, and the United States commercial communication systems and the Federal Communications Commission.
- (j) Have a good working knowledge of all standard Navy types of sound equipment for depth finding and ranging and be able to make all necessary repairs thereto.
- (k) Have an elementary knowledge of navigation, including some knowledge of charts, dead reckoning, points of the compass, compass errors, and method of determining positions by means of direction finder bearings.
- (l) Have a working knowledge of the gyrocompass, and of fire-control equipment used aboard naval vessels.
- (m) Possess a working knowledge of communication instructions and naval organization with demonstrated ability to route traffic to and from his own ship and station through chain of command.
- (n) Have a working knowledge of commercial traffic instructions and international procedure; know the regulations for safety of life at sea and be able to communicate with a merchant vessel at sea.
- (o) Know how to take charge of a watch, handle traffic as a supervisor, and act as a monitor engineer for several receiving and transmitting equipments.

(C) *School qualifications.*

- (a) Must be a graduate of the Radio Matériel School, Naval Research Laboratory, the Naval Training School (Radio Matériel), Treasure Island, or the Radio Matériel School at Corpus Christi, Tex.

D-5225. QUALIFICATIONS FOR RADARMEN.

- (1) A *radarman, third class*, must have following qualifications:

(A) *Practical factors.*

- (a) Start, stop, regulate, and make necessary operating adjustments on the Navy type radar equipment in his own ship, plane, or station and know the safety precautions involved.
- (b) Familiarity with true and relative bearings and conversion of same.
- (c) Demonstrated knowledge of location of all parts of radar equipment, with proper nomenclature of same, including transmitters, receivers, indicators, antennas, power equipment, and communications.
- (d) A concept of relative motion.

- (e) Ability to furnish information essential to tracking under normal conditions.
- (f) Demonstrate first aid as applied to persons suffering from electric shock.
- (B) *Examination subjects.*
 - (a) Plotting of range and bearings and determination of course.
 - (b) Determination of speed of a moving vessel by bearings from a fixed point on shore.
 - (c) A working knowledge of types, uses, care, and maintenance of electric power sources used with Navy type radar equipment.
 - (d) Knowledge of radar operating procedure.
- (2) A *radarman, second class*, must have the qualifications of a radarman, third class, and in addition the following:
 - (A) *Practical factors.*
 - (a) Be able to make minor electrical repairs.
 - (B) *Examination subjects.*
 - (a) Elementary principles of radar apparatus.
 - (b) Fundamentals of radar operation.
 - (c) Interpretation of observations.
 - (d) Know how to take charge of a watch, handle information as supervisor, and assist radar officer.
 - (C) *School qualifications.*
 - (a) Be a graduate of a Fleet Radar Operator's School, and have a certificate of successful completion from the Officer in Charge. (This qualification may be waived upon the recommendation of the commanding officer in cases of men of outstanding ability.)

D-5226. QUALIFICATIONS FOR SOUNDMEN. *General.*—All soundmen, when rated, must have normal aural acuity at least over the general frequency range of from 500 to 3,500 cycles per second. They must not be tone deaf as evidenced by demonstration of differentiation between several musical notes. They must have normal vision or normal vision as corrected.

- (1) A *soundman, third class*, must have the following qualifications:

- (A) *Practical factors.*
 - (a) Demonstrate ability to handle equipment and furnish the con-
ning officer with the information necessary for a good attack
under normal conditions.
 - (b) Show familiarity with the meaning, use and conversion of true
and relative bearings.
 - (c) Show familiarity with the relative motion problem involved in
depth charge attacks.
 - (d) Demonstrate ability to start, stop, tune and make routine ad-
justments on the sound transmitting and receiving equipment
in his own ship or a similar standard model.
 - (e) Know and be able to explain to others the safety precautions
involved in using underwater sound equipment.
 - (f) Demonstrate first aid and the application of artificial resusci-
tation to a person suffering from electric shock.
- (B) *Examination subjects.*
 - (a) Sketch own ship, target range and bearing and by sketch or
description illustrate the determination of target motion.

- (b) Be able to sketch or describe the general action taken by the by the conning officer in handling the ship to make a depth charge attack based on the information obtained from sound equipment.
 - (c) Explain the elementary physics of sound as applied to practical operation.
 - (d) Know the standard nomenclature, location, and purposes of all parts of the standard sound equipment or the one in his ship.
 - (e) Know standard operating procedures, search plans and detection and listening methods.
- (C) *School qualifications.*
- (a) None, for men rated as a result of service training afloat.
 - (b) Graduates of fleet sound schools, or other sound schools covering the full approved elementary operators course may be rated without further examination, *provided* the Officer in Charge of the school certifies them eligible upon completion of the course.
- (2) A *soundman, second class*, must have the following qualifications:
- (A) *Practical factors.*
- (a) Fulfill all requirements for soundmen third class.
 - (b) Be able to handle the equipment for attacks made under any condition.
 - (c) Have a thorough knowledge of the adjustment of underwater sound equipment.
 - (d) Demonstrate ability to instruct others in the elements of operating and adjusting sound equipment.
 - (e) Be able to diagnose ordinary equipment failures and make minor repairs.
 - (f) Demonstrate ability to take charge of a watch.
- (B) *Examination subjects.*
- (a) Fulfill all requirements for SoM3c.
 - (b) Fundamental principles of sound apparatus electrical operation.
 - (c) Comprehensive knowledge of sound equipment operation in practical detection or listening.
 - (d) Explain interpretation of observations made under difficult operating conditions.
 - (e) Fundamentals of the effect of water conditions on sound equipment results.
- (C) *School qualifications.*
- (a) Be a graduate of the operating course of a fleet sound school, with a certificate of qualification from the Officer in Charge of the school. This qualification must be supported by a successfully completed examination covering parts (A) and (B) above.
 - (b) School qualification may be waived upon recommendation of the commanding officer supported by a successful examination in the case of men of demonstrated outstanding ability.

D-5227. QUALIFICATIONS FOR PRINTERS.

- (1) A *printer, third class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Understand the operation of printing presses, or lithographic presses, and other print shop machinery in or on own station.

(B) *Written examination.*

- (a) Know the safety precautions to be observed in connection with printshop machinery in own ship or on own station.
- (b) Know the different styles of type and the principles of type-setting.
- (c) Be able to lock forms and know the fundamentals of make-up.
- (d) Have a good knowledge of spelling and punctuation.
- (e) Understand paper cutting, stapling, and folding.

(2) A *printer, second class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Be able to set type correctly and at a reasonable speed, or to make plates, operate a lithographic press, and make adjustments.
- (b) Operate all printshop machinery in own ship or station.

(B) *Examination subjects.*

- (a) Know all printer's marks.
- (b) Be able to read proof and make corrections.
- (c) Know the operations in making-up a book or pamphlet.
- (d) Know how to make-up and tie pages.

(3) A *printer, first class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Operate a linotype machine, (or in cases of printers engaged in lithographic work, have a general knowledge of linotype machine.)
- (b) Adjust printing presses, or lithographic presses, and other printshop machinery in own ship or station, and make routine repairs.

(B) *Examination subjects.*

- (a) Know the kinds and properties of the various inks used in printing and in lithography.
- (b) Know the principles and uses of color work in printing.
- (c) Know the proper type for different kinds of work.
- (d) Understand stonework.
- (e) Be able to make up bills of material and to estimate time and cost for a printing job or for a lithographic job.
- (f) Know the characteristics of the standard papers used in the Navy and the proper use of each kind.

(4) A *chief printer* must have the following qualifications:

(A) *Practical factors.*

- (a) None.

(B) *Examination subjects.*

- (a) Be able to make up bills of material and to estimate time and cost for printing and lithographic jobs.
- (b) Have a thorough knowledge of the details of printing, proof-reading, and composition.
- (c) Know the details of standard printing presses.
- (d) Have a general knowledge of woodcuts, electroplating, and reproduction processes.

D-5228. QUALIFICATIONS FOR PAINTERS.

(1) A *painter, third class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Use a rescue breathing apparatus and know its capabilities and limitations.

- (b) Inspect, test, and fill all shipboard types of portable fire extinguishers.
- (c) Sound compartments in own ship.
- (B) *Examination subjects.*
 - (a) Know the standard Navy system for marking pipes and gas containers.
 - (b) Know the location of bottoms, feed and fuel tanks, fresh-water tanks, peak tanks, and cofferdams in own ship.
 - (c) Know the terms used in boat construction and the types of boats in use in the Navy.
 - (d) Know how surfaces are prepared for painting, varnishing, and for linoleum.
 - (e) Know the names and uses of the principal ingredients of which paint is composed.
 - (f) Know the current regulations and instructions with regard to the stowage of paints and varnishes and the safety precautions to be observed.
- (2) A painter, second class, must have the following qualifications:
 - (A) *Practical factors.*
 - (a) Lay and repair tiling and linoleum.
 - (B) *Written examination.*
 - (a) Show by diagram the drainage system in own ship.
 - (b) Be able to test watertight doors, ports, and hatches.
 - (c) Know the characteristics and uses of all paints and varnishes used in the Navy.
- (3) A painter, first class, must have the following qualifications:
 - (A) *Practical factors.*
 - (a) None.
 - (B) *Examination subjects.*
 - (a) Know the standard formulas for paints, varnishes, and stains used on board ship.
 - (b) Know the proper methods to be observed for the preservation of metal, wood, and other surfaces.
 - (c) Be able to make out bills of material and estimate a large painting job in time, material, and cost.
 - (d) Know the arrangement of the ventilating system in own ship.
 - (e) Know the steps preparatory to placing a ship in drydock.
 - (f) Know the duties of a first lieutenant when the ship is in drydock and preparatory to flooding the dock.

D-5229. QUALIFICATIONS FOR AVIATION PILOTS.

General.—In no case will a man continue to perform the duties of an aviation pilot, who, due to physical or other reasons, is not capable at all times of performing the duties of his rating, including flying. In any such cases the commanding officer shall report to the Bureau in detail.

- (1) An aviation pilot, second class, must have the following qualifications:
 - (A) *Practical factors.*
 - (a) Must have flown alone in heavier-than-aircraft not less than 75 hours, and have flown in heavier-than-aircraft a total of not less than 200 hours.
 - (b) Must have indicated good judgment, technique, and ability as a pilot embracing tactics, practical navigation, testing, gunnery, bombing, and utility duties.
 - (c) Have demonstrated ability in instrument flying.

(B) *Examination subjects.*

- (a) None—This is covered by the ground school course at the Flight Training Center.

(C) *School qualifications.*

- (a) Must have completed satisfactorily a flying course for aviation pilot in heavier-than-air training in accordance with the prescribed syllabus for aviation pilot training at an aviation training school authorized by the Bureau of Naval Personnel.

(2) An *aviation pilot, first class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Have served as an aviation pilot, second class, for at least 6 months.
(b) and (c) Same as for aviation pilot, second class, except that an aviation pilot, first class, must have demonstrated continued development in judgment, technique, and ability as a pilot.

(B) *Examination subjects.*

- (a) Know the principles of aircraft engine performance, and theory of operations.
(b) Be familiar with nomenclature of the engine being used in the unit to which attached.
(c) Have a general knowledge of upkeep, overhaul, adjustments, and operations of engines of the types of aircraft assigned to unit to which attached.
(d) Have general knowledge of upkeep, overhaul and adjustments of accessories such as carburetors, ignition apparatus and starters.
(e) Be familiar with the principles and theory of flight.
(f) Be familiar with Civil Aeronautics Regulations.
(g) Have a general knowledge of aircraft structures and materials, and aircraft upkeep and overhaul.
(h) Have a general knowledge of ground and beach gear, lines, and tackle.
(i) Have a general knowledge of aircraft radio equipment, upkeep and adjustments, and know the safety precautions to be observed.
(j) Be familiar with communications as applied to the type of aircraft flown and the duty performed.
(k) Have a general knowledge of aircraft instruments, their errors, and know how to correct.
(l) Have a general knowledge of aircraft gunnery equipment, upkeep and adjustments, and know the safety precautions to be observed.

(3) A *chief aviation pilot* must have the following qualifications:

(A) *Practical factors.*

- (a) Have served as an aviation pilot, first class, for at least six months.
(b) and (c) Same as for aviation pilot, first class. Must have demonstrated continued development in judgment, technique, and ability as a pilot.

(B) *Examination subjects.*

- (a) Same as for an aviation pilot, first class, except that a chief aviation pilot should have more detailed knowledge.

D-5230. QUALIFICATIONS FOR AVIATION MACHINIST'S MATES.

(1) The qualifications for all classes of aviation machinist's mates have been here combined. Men in the higher classes of this rating are required to show more detailed and thorough knowledge of each subject and the practical part of the examination must be such as to require more careful workmanship and greater skill.

(2) An *aviation machinist's mate* must have the following qualifications:

- (a) Knowledge of the principles of aircraft engine performance and theory of operation.
- (b) Familiar with nomenclature of internal-combustion engines of various types.
- (c) Be able to care for, operate, adjust, and overhaul internal-combustion engines of various types used on aircraft.
- (d) Be able to overhaul and adjust accessories, such as carburetors, ignition apparatus, and starting gears.
- (e) Be able to operate machine-shop tools and manufacture small replacements.
- (f) Be able to aline and assemble aircraft and its individual parts and to make adjustments and repairs to rigging and fabric of aircraft.
- (g) General knowledge of the principles and theory of flight.
- (h) Familiar with nomenclature of aircraft, both heavier than air and lighter than air.
- (i) Be able to aline an assembled aircraft and its individual parts, such as wings, fuselage, hulls, etc.
- (j) Be able to make all kinds of repairs, routine and emergency, to fabric or aircraft, both heavier and lighter than air.
- (k) Be able to splice aircraft wiring and manufacture terminals.
- (l) Be a good seaman and able to take care of ground and beach gear, such as lines, tackle, etc.

D-5231. QUALIFICATIONS FOR AVIATION RADIOMEN.

(1) An *aviation radioman, third class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Start, stop, regulate power, and make necessary operating adjustments on the Navy radio transmitting and receiving equipment in own ship, station, or plane. Know the safety precautions involved. This includes the shifting of frequencies within the time limit, and degree of accuracy set as standard within the activity to which attached, and to measure frequency with frequency standard provided ship or station.
- (b) Understand the principles of, and be able to make minor repairs to, the radio and electrical equipment and appurtenances used in connection therewith, of the airplane to which assigned.
- (c) Be able to conduct efficiently the communications required for the type of aircraft to which assigned, including semaphore and flashing light.
- (d) Be able to function efficiently as an aerial machine gunner in the type of aircraft to which assigned (marked inefficiency in aerial machine gunnery and definite incapability to withstand air sickness and high altitude conditions may be considered disqualifying).
- (e) Be able to assemble and disassemble the type of machine gun used in the type of aircraft to which attached.

- (f) Be qualified as a watch stander on an 18 w. p. m. fleet circuit, and able to copy high power low frequency Fox method broadcasts.
 - (g) Be proficient to such a degree in the use of a typewriter so as to receive at the operating speed required in the test below. (Suspended for the duration of the war.)
 - (h) Demonstrate first aid as applied to a person suffering from electric shock, and submergence.
 - (i) Obtain an accurate bearing with radio direction finder in own ship, station, or plane.
 - (j) Encipher and decipher a message in an authorized system and demonstrate ability to use current cryptographic aids required for use by radioman on circuits. (Suspended for the duration of the war.)
- (B) *Examination subjects.*
- (a) Send and receive according to the standard test given below.
 - (b) Have a general knowledge of Navy sound equipment for depth finding and ranging. (Suspended for the duration of the war.)
 - (c) Have a working knowledge of the types, uses, care, and maintenance of batteries used in naval radio equipment and in naval aircraft.
 - (d) Have a working knowledge of the type of machine gun used in the type of aircraft to which attached.
 - (e) Have a working knowledge of naval radio operating procedure.
 - (f) Know the procedure for communicating with aircraft in distress.
 - (g) Know the safety precautions to be observed with radio equipment on board ship and in aircraft.
- (C) *Educational requirements.*
- (a) Satisfactory completion of Bureau of Naval Personnel training course for radioman third class or graduation from class A Aviation Radioman School.
- (2) An *aviation radioman, second class*, must have the following qualifications:
- (A) *Practical factors.*
- (a) Same as for aviation radioman third class, and in addition, be able to perform simple radio and electrical repairs.
 - (b) Be proficient to such a degree in the use of a typewriter so as to receive at the operating speed required in the test below.
 - (c) Demonstrate ability to interpret fleet frequency plan.
 - (d) Demonstrate method used in interpreting the International Code of Signals.
- (B) *Examination subjects.*
- (a) Send and receive according to the standard test given below.
 - (b) Have a good working knowledge of the operation, adjustment, and care of a type of aircraft radio and of a type of aircraft direction finder.
 - (c) Have a general knowledge of a Navy sound equipment for depth finding and ranging.
 - (d) Possess a detailed knowledge of communication instructions and naval organization with demonstrated ability to route traffic to and from his own ship or station through the chain of command.

- (e) Have a working knowledge of commercial traffic instructions and International procedure; know the regulations regarding communications as prescribed for the safety of life at sea; and be able to communicate by radio with a merchant vessel at sea.
 - (f) Have a general knowledge of the characteristics of the various types of antennas used on board ship and in aircraft.
 - (g) Know how to take charge of a watch, handle traffic as a supervisor, and act as a monitor engineer for several receiving equipments.
 - (h) Know the operating principles of a type of machine gun and have a working knowledge of the type of machine gun used in the type of aircraft to which attached.
- (C) *Educational requirements.*
- (a) Satisfactory completion of Bureau of Naval Personnel training course for Radioman 2c.
- (3) An *aviation radioman, first class*, must have the following qualifications:
- (A) *Practical factors.*
- (a) Same as for aviation radioman second class, and in addition, be able to demonstrate ability to adjust, calibrate, and make usual repairs to a type of aircraft radio and to a type of aircraft direction finder, and to a frequency standard.
- (B) *Examination subjects.*
- (a) Send and receive according to the standard test given below.
 - (b) Know how to take charge of a radio direction finder station, and demonstrate knowledge of deviation, azimuth, charts, and calibration.
 - (c) Have a general knowledge of Navy sound equipment for depth finding and ranging.
 - (d) Be able to solve simple problems in A. C. and D. C.
 - (e) Have a good working knowledge of the routine care, upkeep, and operation of gas and oil engines.
 - (f) Know how to communicate by radio with foreign shore stations and warships.
 - (g) Know how to draw schematic wiring diagrams of fundamental receiver and transmitter circuits and be able to readily trace out circuits from detailed wiring diagrams.
 - (h) Have a good working knowledge of commercial accounting and abstracting as used by the Navy.
 - (i) Have a good working knowledge of visual procedure.
- (C) *Educational requirements.*
- (a) Satisfactory completion of Bureau of Naval Personnel training course for Radioman 1c.
- (4) An *aviation chief radioman* must have the following qualifications:
- (A) *Practical factors.*
- (a) The same as for first class radioman.
- (B) *Examination subjects.*
- (a) Know how to perform the duties of the officer in charge of a naval shore radio station.
 - (b) Know how to operate and maintain all standard types of naval radio, telegraph, and telephone transmitters and receivers, including rectifier, power, and auxiliary equipment.

- (c) Know how to operate and maintain all standard types of Navy portable radio equipment.
- (d) Be familiar with the characteristics of and be able to design antennas, including feeders, coupling, and adjustment for optimum operation.
- (e) Be familiar with the theory, construction, and use of the most frequently used Navy types of vacuum tubes.
- (f) Know how to install, correct, and compensate standard types of Navy radio direction finders.
- (g) Be familiar with the theory of radio wave propagation, including knowledge of skip distances, the ionosphere, the sunspot cycle, and its effect on wave propagation.
- (h) Have a general knowledge of all standard Navy types of sound equipment for depth finding and ranging.
- (i) Be familiar with the organization, functions, and facilities of the Army, Coast Guard, and United States commercial communication systems and the Federal Communications Commission.
- (j) Possess an elementary knowledge of navigation, including knowledge of charts, dead reckoning, points of the compass, compass errors, and method of determining position by direction finder bearings.
- (k) Be familiar with the fundamental principles of and be able to operate and maintain the following: 1. A. C. and D. C. motors and generators. 2. Power transformers.
- (l) Know how to install and operate land telegraph and telephone lines.

(C) *Educational requirements.*

- (a) Must be a graduate of the Radio Material School.
- (b) Satisfactory completion of Bureau of Naval Personnel training course for Radioman 1c and Chief.

(5) The operating speed of aviation radiomen will be determined according to the following standard tests:

- (a) Aviation chief radiomen and aviation radiomen first class—Transmit and receive 5 messages in class A form containing a total of 600 characters according to the standard procedure given in (d) below. The text of 4 of the messages shall be in service cipher and 1 in mixed numeral-letter code in groups of 5 characters.
- (b) Aviation radiomen second class—Transmit and receive 4 messages in class A form containing a total of 525 characters. The text of 3 of the messages shall be in service cipher and 1 in mixed numeral-letter code in groups of 5 characters.
- (c) Aviation radiomen third class—Transmit and receive 3 messages in class A form containing a total of 425 characters. The text of 2 of the messages shall be in service cipher and 1 in mixed numeral-letter code in groups of 5 characters.
- (d) The following standard procedure shall be used in giving the above tests:

Messages shall be approximately the same length; heading containing about 30 percent, and the text about 70 percent of the total number of characters. Each message shall be written on a separate

blank. The standard of accuracy required both for transmission and reception is 100 percent. Two separate tests may be given in case an error has been made on the first test.

The transmitting time shall be 8 minutes and transmitting shall be done with a hand telegraph key. The transmitting time limit shall include "servicing" each message by endorsing thereon the time of transmission and the operator's sign. All errors must be corrected as on a regular circuit.

The receiving time limit shall be 8 minutes and shall include "servicing" each message by endorsing thereon the time of receipt, frequency used, and the operator's sign. Receiving shall be done on a typewriter, either standard or telegraphic.

D-5232. QUALIFICATIONS FOR AVIATION METALSMITHS.

(1) The qualifications for all classes of aviation metalsmith here have been combined. Men in the higher ratings are required to show more detailed and thorough knowledge of each subject and the practical part of the examination must be such as to require more careful workmanship and greater skill.

(2) An *aviation metalsmith* must have the following qualifications:

- (a) Be familiar with the various kinds and classes of metals used in manufacture and repair of aircraft, and where each is used.
- (b) Familiar with nomenclature of aircraft, both heavier and lighter than air.
- (c) Be able to make temporary and permanent repairs to metal work of aircraft, including radiators, pipe connections, instruments, and joints.
- (d) General knowledge of the principles and theory of flight.
- (e) Be able to use oxyacetylene welding outfit.
- (f) Be able to use the forge and braze, weld, and bend pipe.
- (g) Be able to dress and repair tools used in connection with the metalsmith trade.
- (h) Knowledge of heat treating procedure, methods of testing samples to insure the proper heat treatment, and electro-plating procedure.
- (i) Be able to use woodworking tools, both power and hand.

D-5233. QUALIFICATIONS FOR AVIATION ORDNANCEMEN.

(1) An *aviation ordnanceman, third class*, must have the following qualifications:

- (a) Reading, writing, and grammar-school arithmetic.
- (b) Knowledge of the names and uses of ordnance tools, applicable to aviation ordnance.
- (c) Knowledge of lubrication and preservation.
- (d) Knowledge of safety orders and precautions in care and handling of explosives.
- (e) Knowledge of calibration and instructions for marking machine-gun ammunition.
- (f) A good working knowledge of the United States magazine rifle, .30-caliber.
- (g) A general working knowledge of the automatic pistol, .45-caliber.
- (h) General knowledge of bombs and bomb fuses.
- (i) Knowledge of gas masks.
- (j) Knowledge of torpedo releasing gear.
- (k) A knowledge of the principles of direct current electricity.

(2) An *aviation ordnanceman, second class*, must have the following qualifications:

- (a) Same as an aviation ordnanceman, third class, and in addition—
- (b) Detailed knowledge of aircraft machine guns.
- (c) Detailed knowledge of gun synchronizers.
- (d) Detailed information of aircraft machine guns, bombs, bomb fuses, ammunition, and their inspection for aircraft service.
- (e) Understand aircraft sights and bore-sighting aircraft fixed machine guns.
- (f) Working knowledge of construction, material used, and operation of bomb and machine-gun fixed and towed targets.
- (g) A working knowledge of the fundamentals of direct current including ability to test for continuity in an electrical circuit and to make the various types of electrical connections used in airplane armament circuits. An elementary knowledge of wiring diagrams used in aircraft.
- (h) Detailed knowledge regarding:
 - (1) Gun mounts used with aviation ordnance.
 - (2) Bomb racks, release and arming handles.
 - (3) Torpedo suspension and release gears.
 - (4) Target sleeves, releasing devices, and reels for target sleeves, etc.

(3) An *aviation ordnanceman, first class*, must have the following qualifications:

- (a) Same as an aviation ordnanceman, second class, and in addition—
 - (b) Understand the following subjects:
 - (1) Manufacture of smokeless powder.
 - (2) Examinations and tests of smokeless powder.
 - (3) Aircraft pyrotechnics, smoke mixtures, and the various devices for firing, releasing, or producing them.
 - (4) Storage and handling of explosives used with aircraft.
 - (5) Gun cameras, time-registering devices for gun cameras, and films for gun cameras.
 - (c) Knowledge of reading ordnance drawings.
 - (d) Be able to conduct range practice (small arms) and be familiar with instruction for carrying out gunnery bombing and torpedo exercises for aircraft as laid down in Orders for Gunnery Exercises.
 - (e) Detailed knowledge of the war head and its attachments.
 - (f) General knowledge of bombing and bomb sights.
 - (g) A thorough working knowledge of direct current electricity. Ability to read and use an airplane wiring diagram.
- (4) An *aviation chief ordnanceman* must have the following qualifications:
- (a) Same as an aviation ordnanceman, first class, and in addition—
 - (b) Be proficient in handling personnel.
 - (c) Be familiar with all ordnance regulations.
 - (d) Understand detonating substances, high explosives, and black powder.
 - (e) Detailed knowledge of the bomb trajectory and of various types of bomb sights.
 - (f) Be familiar with ordnance allowances and instructions for the supply of aviation ordnance materials, requisitions, surveys, etc.
 - (g) Be familiar with the following subjects:
 - (1) Care and preservation of all ordnance material.
 - (2) Diving and diving operations.

- (3) Demolitions.
- (4) Ordnance allowances for aviation.
- (5) Reports and returns.
- (6) Repair and replacement.
- (h) Be capable of giving ordnance (aviation) instruction.
- (i) Knowledge of the fitting out and duties of the "special details" of the battalion.
- (j) A thorough working knowledge of direct current electricity and airplane wiring diagrams including a knowledge of the electric power supply of aircraft, generators, control boxes, relays, etc.

D-5234. QUALIFICATIONS FOR PARACHUTE RIGGERS.

- (1) A *parachute rigger third class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Must have made at least one (1) premeditated free fall parachute descent with a parachute packed by himself under the direct supervision of a qualified parachute rigger. (This qualification is suspended until further notice.)
- (b) Be able to pack a parachute under emergency conditions without the aid of packing tools or loft conveniences.
- (c) Be familiar with the operation and care of equipment used in conjunction with parachute work.
- (d) Demonstrate ability to replace subassemblies of a parachute (minor repairs only).
- (e) Be able to operate a sewing machine.
- (f) Be able to time a sewing machine.
- (g) Be able to repair fabric equipment used in aviation.
- (h) Be able to make minor repairs to flight clothing.
- (i) Be able to recognize stains found in parachutes.
- (j) Be able to manufacture a parachute rigger's tool kit.
- (k) Make minor repairs to inflatable flotation equipment.

(B) *Examination subjects.*

- (a) Reading, writing and mensuration.
- (b) Knowledge of the evolution of parachutes.
- (c) Knowledge of the care and handling of silk, synthetic fabrics and like materials.
- (d) Knowledge of the procedure of inspection, drying, airing and storage of parachutes.
- (e) Knowledge of the names and uses of tools applicable to parachute rigging.
- (f) Knowledge of minor repairs to parachutes.
- (g) Be able to name the component parts of a parachute and their tensile strengths.
- (h) Understand the inspection, repair and use of inflatable flotation equipment.
- (i) Be able to read a blue print.
- (j) Knowledge of laying out and cutting materials and various types of seams.
- (k) Nomenclature of all parts and accessories of parachutes and other lifesaving equipment.
- (l) A thorough knowledge of Bureau of Aeronautics Manual as applied to lifesaving equipment.

- (m) A thorough knowledge of Bureau of Aeronautics bulletins, technical notes, and orders as applied to lifesaving equipment.
 - (n) A knowledge of high wind, tree, and water landings.
 - (C) *Educational requirements.*
 - (a) Be a graduate of the Parachute Material School.
 - (2) A *parachute rigger, second class*, must have the same qualifications as a parachute rigger, third class, and in addition, the following:
 - (A) *Practical factors.*
 - (a) Be able to cut and sew canopy assemblies.
 - (b) Be capable of live testing parachutes and making all reports.
 - (c) Be able to rig equipment for conducting drop and destruction tests.
 - (B) *Examination subjects.*
 - (a) Knowledge of various types of fabrics used in aviation.
 - (b) Knowledge of drop test procedure.
 - (c) Knowledge of specifications for all lifesaving equipment.
 - (3) A *parachute rigger, first class*, must have the same qualifications as a parachute rigger second class and in addition the following:
 - (A) *Practical factors.*
 - (a) Be able to overhaul a sewing machine.
 - (b) Be able to manufacture fabric equipment used in aviation.
 - (B) *Examination subjects.*
 - (a) Knowledge of the weaving of fabrics used in aviation and their uses.
 - (b) Be able to make out Bureau of Aeronautics drop test forms.
 - (c) Knowledge of the rigging and use of cargo chutes and be able to direct the dropping of supplies and equipment.
 - (d) Be able to make out Bureau of Aeronautics forms and reports.
 - (e) Be able to repair and rebuild flight clothing.
 - (f) Be familiar with the composition of CO₂ gas and its use for flotation equipment.
 - (g) Be able to outfit and rig a parachute loft.
 - (h) Understand Navy Stores Titles and procedure for obtaining lifesaving supplies and equipment.
 - (i) Knowledge of aerodynamics, ventage, porosity and shock loads on parachutes.
 - (4) A *chief parachute rigger* must have the same qualifications as a parachute rigger, first class, and in addition the following:
 - (A) *Practical factors.*
 - (a) Be able to do major overhaul operations.
 - (B) *Examination subjects.*
 - (a) Be able to give instructions in the handling and use of all life-saving equipment used in aviation.
 - (b) Knowledge of the construction of inflatable flotation equipment and be able to rebuild such equipment.
 - (c) Knowledge of the construction of "permeability apparatus" for fabrics and understand its operation.
- D-5235. QUALIFICATIONS FOR AEROGRAPHER'S MATES.**
- (1) An *aerographer's mate, third class*, must have the following qualifications:
 - (a) An understanding of the principles of meteorology.
 - (b) A general knowledge of common weather codes and of synoptic chart drawing.

- (c) Be able to take readings of meteorological instruments and make routine observations.
 - (d) Elementary knowledge of use of typewriter.
 - (e) Be a graduate of the aerographer's school.
- (2) An *aerographer's mate, second class*, must have the following qualifications:
- (a) Same as an aerographer's mate, third class, and in addition—
 - (b) Thoroughly qualified in the operation and care of meteorological instruments.
 - (c) Proficient at coding and decoding meteorological data in the common weather codes.
 - (d) Be able to draw an accurate synoptic weather chart.
 - (e) Be familiar with forms of correspondence in use in the Navy and regulations and instructions regarding correspondence.
- (3) An *aerographer's mate, first class*, must have the following qualifications:
- (a) Same as an aerographer's mate, second class, and in addition—
 - (b) Thoroughly familiar with meteorological observatory routine, especially with synoptic chart drawing, upper air sounding methods, and maintenance of instruments.
 - (c) A general knowledge of principles of weather forecasting. (This knowledge must be demonstrated by independent practice (forecasts from series of synoptic weather charts).)
 - (d) A satisfactory knowledge of elementary physics and algebra; be a good typist and an accurate copyist.
- (4) A *chief aerographer's mate* must have the following qualifications:
- (a) Same as an aerographer's mate, first class, and in addition—
 - (b) Capable of directing the installation of a complete naval meteorological observatory, afloat or ashore.
 - (c) Familiar with the theory and practice of upper air soundings, both with surface instruments and instruments carried in aircraft.
 - (d) Be able to compute pilot balloon soundings mathematically.
 - (e) Have a working knowledge of trigonometry, meteorological physics, and elementary principles of astronomy.
 - (f) Have a general knowledge of weather conditions over all known ocean areas.
 - (g) Be able to make minor repairs to meteorological instruments.
 - (h) Familiar with principles of weather forecasting. Knowledge of these principles should be demonstrated by independent practice forecasts based on series of synoptic charts and local indications. Several series of charts covering common weather types of each season of the year should be selected for the purpose by the meteorological officer who issues the daily advices of flying weather. The practice inferences should describe the weather for the subsequent 24 hours and should be correct in at least 85 percent of the cases. Examination for advancement to chief aerographer's mate should be conducted by an examining board of which at least one officer is a meteorologist.
 - (i) Must have successfully completed the advanced course of instruction in the Aerographer's School.

D-5236. QUALIFICATIONS FOR PHOTOGRAPHER'S MATES.

- (1) A *photographer's mate, third class*, must have the following qualifications:
- (a) Be able to care for, operate, adjust, and install photographic instruments in use in the Navy, including aviation equipment.
 - (b) Be able to mix the necessary chemicals required in photographic work.

- (c) Be able to develop negatives and make prints.
 - (d) Be able to enlarge photographs and make photographic maps.
 - (e) Be able to make and project lantern slides.
 - (f) Must be a graduate of the Photographers School, Pensacola, Fla., prior to recommendation for advancement in rating, unless serving on the Asiatic Station.
- (2) A *photographer's mate, second class*, must have the following qualifications:
- (a) Same as a photographer's mate, third class, but in a more expert and finished manner.
 - (b) Be able to make aerial mapping photographs and assemble them into mosaic maps.
 - (c) Be able to operate at least one type of motion-picture camera.
 - (d) Must be a graduate of the Photographers School, Pensacola, Fla., before advancement to photographer's mate, second class, regardless of station.
- (3) A *photographer's mate, first class*, must have the following qualifications:
- (a) Same as a photographer's mate, second class, and in addition—
 - (b) Be able to take charge of a photographic laboratory and direct subordinates in photographic work.
- (4) A *chief photographer's mate* must have the following qualifications:
- (a) Same as a photographer's mate, first class, and in addition—
 - (b) Be able to operate at least two types of motion-picture cameras.
 - (c) Be able to install aerial mapping cameras in planes.
 - (d) Be able to organize and direct the operations of any naval photographic unit.

D-5237. QUALIFICATIONS FOR YEOMEN.

- (1) A *yeoman, third class*, must have the following qualifications:
- (A) *Practical factors.*
 - (a) None.
 - (B) *Examination subjects.*
 - (a) Qualify in typing in accordance with the standards given below.
 - (b) Know the official letter form and know how official correspondence is prepared and routed.
 - (c) Know the names and uses of the parts of a standard typewriter.
 - (d) Know and be able to use the Navy filing system.
 - (e) Have legible penmanship and be able to spell all common words, including nautical terms.
 - (f) Know the ship's organization and the functions of the various departments on board ship.
 - (g) Know the current regulations and instructions regarding enlistments and discharges.
 - (h) Know the names and abbreviations of naval ratings and be able to classify them by pay grades.
 - (i) Know the names and general arrangement of the standard Navy publications customarily found in ship's office.
- (2) A *yeoman, second class*, must have the following qualifications:
- (A) *Practical factors.*
 - (a) None.
 - (B) *Examination subjects.*
 - (a) Qualify in typing according to the standards given below.

- (b) Know in detail the regulations governing the handling and preparation of official correspondence.
 - (c) Know the duties of the recorder of a deck court and reporter of a summary court martial and know how to prepare the records.
 - (d) Know the titles and the method of obtaining Bureau publications.
 - (e) Have a working knowledge of transportation and travel instructions as regards naval personnel.
 - (f) Have a knowledge of the promotions and special qualifications available to enlisted men.
 - (g) Be able to keep all personnel records and make up personnel reports.
- (3) A *yeoman, first class*, must have the following qualifications:
- (A) *Practical factors.*
 - (a) None..
 - (B) *Examination subjects.*
 - (a) Qualify in typing according to the standards given below.
 - (b) Using a standard method of shorthand, take dictation of new (nontechnical) material with which the candidate is not familiar at the rate of at least 60 words per minute. The system of stenography used shall be one by means of which dictation may be taken by hand up to 200 words per minute. A stenotype machine may be used if provided by the yeoman. Speedwriting will not be accepted.
 - (c) Be able to prepare the record of proceedings of a court martial, court of inquiry, board of investigation, or board of inquest.
 - (d) Know how to obtain information with which to prepare all routine reports that a yeoman might be called upon to prepare.
 - (e) Have a thorough knowledge of routine and special reports required of ship or station and be able to prepare ship's watch quarter and station bills.
- (4) A *chief yeoman* must have the following qualifications:
- (A) *Practical factors.*
 - (a) Be qualified to act as yeoman in charge of a ship's office.
 - (B) *Examination subjects.*
 - (a) Using a standard method of shorthand, take dictation of new (nontechnical) material with which the candidate is not familiar at the rate of at least 80 words per minute. The system of stenography used shall be one by means of which dictation may be taken by hand up to 200 words per minute. A stenotype machine may be used if provided by the yeoman. Speedwriting will not be accepted.
 - (b) Be able to prepare correct social correspondence, both formal and informal, with appropriate salutations and complementary closes for letters addressed to officials of the United States, of any State or city, and of a foreign government; be able to prepare formal invitations and formal notes of acceptance or regret.

- (c) Be able to prepare operation orders and movement orders; be able to prepare reports of death or injury.
 - (d) Be thoroughly familiar with the benefits available to enlisted men and know the requirements and the procedure necessary to obtain such benefits as:
 - (1) Government insurance.
 - (2) Navy relief.
 - (3) Retirement and transfer to Fleet Reserve.
 - (4) Medical treatment for dependents.
 - (5) Beneficiary privileges.
 - (6) Gratuities.
 - (e) Be thoroughly familiar with the requirements of the Bureau Manual and the Navy Regulations as they relate to enlisted personnel.
- (5) INSTRUCTIONS FOR GIVING TESTS IN SPEED AND ACCURACY OF TYPEWRITING.
- (a) Follow the standard of length, speed, and accuracy outlined for the different ratings in the tables below.
 - (b) Insure that the tests are written by the touch-typing method by providing typewriters with blanked keys.
 - (c) Provide as copy paragraphs from Navy Correspondence or Navy publications, nontechnical, but containing at least 10 number characters.
 - (d) Provide 8- by 10½-inch plain paper, and set the marginal stops for a line 65 spaces long.
 - (e) The candidate's copy should be exactly like the original except in indentation and length of line. Changes in capitalization, punctuation, spelling, and spacing, and also strike-overs, erasures, and "blanking out" are errors.
 - (f) Five (5) strokes (counting spaces within the line as well as characters) make a "word" in typewriting. In computing the rate of speed (words per minute) find the number of words written by dividing the total number of strokes by five (5). To find the speed in words per minute divide the total number of words written by ten (10), the number of minutes allowed for the test.
 - (g) Use a stop-watch in timing the tests.
- (6) YEOMAN, THIRD CLASS.
- (A) Give a 10-minute test of at least 270 words, or 1,350 strokes.
- | | |
|------------------------------------|-------------|
| (a) Rate of speed: | <i>Mark</i> |
| 27 or more words per minute..... | 4.0 |
| 25 to 26 words per minute..... | 3.5 |
| 22 to 24 words per minute..... | 3.0 |
| 20 to 21 words per minute..... | 2.5 |
| Less than 20 words per minute..... | 0.0 |
| (b) Accuracy: | <i>Mark</i> |
| 0 or 1 error..... | 4.0 |
| 2 or 3 errors..... | 3.5 |
| 4 or 5 errors..... | 3.0 |
| 6 or 7 errors..... | 2.5 |
| More than 7 errors..... | 0.0 |

(7) YEOMAN, SECOND CLASS.

(A) Give a 10-minute test of at least 360 words, or 1,800 strokes.

(a) <i>Rate of speed:</i>	<i>Mark</i>
36 or more words per minute.....	4.0
34 to 35 words per minute.....	3.5
32 to 33 words per minute.....	3.0
30 to 31 words per minute.....	2.5
Less than 30 words per minute.....	0.0
(b) <i>Accuracy:</i>	<i>Mark</i>
0 or 1 error.....	4.0
2 or 3 errors.....	3.5
4 or 5 errors.....	3.0
6 or 7 errors.....	2.5
More than 7 errors.....	0.0

(8) YEOMAN, FIRST CLASS.

(A) Give a 10-minute test of 460 words, or 2,300 strokes.

(a) <i>Rate of speed:</i>	<i>Mark</i>
46 or more words per minute.....	4.0
44 to 45 words per minute.....	3.5
42 to 43 words per minute.....	3.0
40 to 41 words per minute.....	2.5
Less than 40 words per minute.....	0.0
(b) <i>Accuracy:</i>	<i>Mark</i>
0 or 1 error.....	4.0
2 or 3 errors.....	3.5
4 or 5 errors.....	3.0
6 or 7 errors.....	2.5
More than 7 errors.....	0.0

D-5238. QUALIFICATIONS FOR STOREKEEPERS.

(1) A *storekeeper, third class*, must have the following qualifications:(A) *Practical factors.*

(a) None.

(B) *Examination subjects.*

- (a) Have legible penmanship and be able to spell words commonly used, including trade and standard stock names.
- (b) Know what records of enlisted personnel are kept on board ship and what each contains.
- (c) Know the current instructions regarding the stowage of inflammables, acids, and materials susceptible to rapid deterioration.
- (d) Know the touch system of typewriting and be able to use an adding machine.
- (e) Know the names and uses of publications used by the Supply Department afloat.
- (f) Know and be able to use the Navy filing system.
- (g) Know how stores are issued on stub requisitions and how credit entries are made in ledgers.
- (h) Know the uses of invoices, public vouchers, stock cards, requisitions, and other S. & A. forms used on board ship.
- (i) Know where to find current regulations and instructions governing the administration of a ship's store and the issue and accounting for clothing and small stores.

(2) A storekeeper, second class, must have the following qualifications:

(A) *Practical factors.*

(a) None.

(B) *Examination subjects.*

(a) Be able to typewrite, using the touch system, at the rate of 25 words per minute and be able to operate a computing machine.

(b) Know the official letter form.

(c) Prepare a fuel report, an abstract of allotment checkage, take up a new account on the pay roll, and close out and transfer a pay account.

(d) Know the method of issuing clothing and small stores to the crew of a ship.

(e) Know the current regulations and instructions for the administration of a ship's store.

(f) Know the organization of the Supply Department and the duties and responsibilities of personnel attached to that department.

(g) Know the current instructions governing ship's allotments.

(h) Know how surveys are made on board ship.

(i) Know how supplies and equipment are obtained by the Supply Department on board ship.

(j) Know the meanings of the various titles and how appropriations are used on board ship.

(k) Know the principles governing the stowage of materials on board ship and how naval stores and materials are classified, marked, measured, and identified.

(3) A storekeeper, first class, must have the following qualifications:

(A) *Practical factors.*

(a) None.

(B) *Examination subjects.*

(a) Be able to typewrite, using the touch system, at the rate of 35 words per minute and be able to use a computing machine accurately and rapidly.

(b) Prepare and write a letter in official form and know the official channels through which any letter would pass.

(c) Prepare a chart showing the organization and administration of the Supply Department afloat, indicating the duties and responsibilities of all personnel.

(d) Be able to use all publications used by the Supply Department afloat.

(e) Be able to conduct an inventory of stores and make adjustments on records for losses or gains found on inventory.

(f) Know how purchases are made afloat and be able to prepare the necessary forms.

(g) Know the methods of stock replenishment and how necessary and adequate stocks of supplies are maintained to meet the general need.

(h) Know the regulations governing the issue of and accounting for clothing and small stores and be able to prepare the required returns.

(i) Know the regulations governing the administration and operation of the ship's store and be able to prepare the proper returns.

- (f) Be able to keep the records and returns of provisions on board ship.
- (4) A *chief storekeeper* must have the following qualifications:
 - (A) *Practical factors.*
 - (a) None.
 - (B) *Examination subjects.*
 - (a) Know what materials are included under the general classes of naval materials listed in the Federal Standard Stock Catalog.
 - (b) Know how naval material in storage is marked and, given certain markings, be able to identify them properly.
 - (c) Know the principles of storage.
 - (d) Know what inventories are taken afloat and the proper method of taking them.
 - (e) Know what bureaus of the Navy Department and what departments on board ship have cognizance of materials classified under each title and the method of procuring special materials by letter.
 - (f) Know the restrictions imposed by law upon the procurement and expenditure of supplies and money under the direction of the Supply Department afloat.

D-5239. QUALIFICATIONS FOR HOSPITAL APPRENTICES.

(1) In addition to complying with article D-5201, a *hospital apprentice, second class*, must have shown some aptitude for assignment to the Hospital Corps, and must present evidence of having successfully completed 2 years' high-school education, or its equivalent.

(2) A candidate for *hospital apprentice, first class*, must comply with article D-5201 and will be examined in the following subjects:

- (a) Anatomy and physiology.
- (b) Minor surgery and first aid.
- (c) Nursing.

The questions asked shall be simple and so framed that an elementary knowledge of these subjects will be disclosed by the answers.

(3) To be satisfactory a candidate must receive a mark of at least 2.5 in each subject. Form B. N. P. 624, properly filled in, will be forwarded in accordance with the instructions contained in article D-5240 (7).

D-5240. QUALIFICATIONS FOR PHARMACIST'S MATES.

(1) A candidate for *pharmacist's mate, third class*, must comply with articles D-5201 and D-5202 and will be examined in the following subjects:

- (a) Anatomy and physiology.
- (b) Minor surgery and first aid.
- (c) Nursing, ward management, operating room and surgical technique.
- (d) *Materia medica* and therapeutics.
- (e) Hygiene and sanitation.

The questions asked shall be simple but so framed that a good knowledge of the subjects will be disclosed by the answers.

To be satisfactory a candidate must receive a mark of at least 2.5 in each subject. Forward Form B. N. P. 624 in accordance with the instructions contained in article D-5240 (7).

(2) A candidate for *pharmacist's mate, second class*, must comply with article D-5202 and will be examined in the following subjects:

- (a) Anatomy and physiology.
- (b) Minor surgery and first aid.

- (e) Nursing, ward management, operating room and surgical technique.
- (d) Materia medica and therapeutics.
- (e) Hygiene and sanitation.
- (f) Diets and messing for the sick.
- (g) Pharmacy, chemistry.
- (h) Clerical forms and procedures.

The questions asked in subjects (a) to (e), inclusive, shall be so framed that a very good knowledge of the subjects will be disclosed by the answers; those asked in subjects (f) to (h), inclusive, shall be so framed that a good, general understanding of the subjects will be disclosed by the answers.

To be satisfactory a candidate must receive a mark of at least 2.5 in each subject. Forward Form B. N. P. 624 in accordance with the instructions contained in article D-5240 (7).

(3) A candidate for *pharmacist's mate, first class*, must comply with article D-5202 and will be examined in the following subjects:

- (a) Minor surgery and first aid.
- (b) Nursing, ward management.
- (c) Materia medica and therapeutics.
- (d) Hygiene and sanitation.
- (e) Diets and messing for the sick.
- (f) Pharmacy, chemistry.
- (g) Clerical forms and procedures.
- (h) Anaesthesia.
- (i) Typewriting.
- (j) Practical work in minor surgery and first aid (including methods of carrying the sick or injured as given in the Drillbook of the Hospital Corps, 1920), pharmacy and chemistry.

Not less than five questions shall be asked in each subject except typewriting. Those asked in subjects (a) to (f), inclusive, shall be so framed that the answers will disclose the excellent knowledge of the subjects that men eligible for assignment to duty independent of a medical officer must possess; those asked in subjects (g) and (h) shall be so framed that a broad understanding of these subjects will be disclosed by the answers. The examination and marking in typewriting, subject (i), is to be the same as for yeoman, third class, article D-5237 (5) (6), except that the touch system is not required. To be satisfactory a candidate must receive a mark of at least 2.5 in each subject.

Forward the following forms and reports to the Bureau of Medicine and Surgery:

- (1) Form B. N. P. 624 (See art. D-5240 (7).)
- (2) Typewritten copy of the questions asked in the exact form as given by the examining board and the written answers thereto, properly graded.
- (3) Specimen page of the candidate's typewriting.
- (4) A typewritten statement of procedures undertaken in practical work and marks assigned therefor.

Reference should be made to the Bureau circular or other letter authorizing the examinations.

(4) A candidate for *chief pharmacist's mate* must comply with article D-5202 and will be examined in the following subjects:

- (a) Minor surgery and first aid.
- (b) Materia medica and therapeutics.
- (c) Hygiene and sanitation.

- (d) Pharmacy.
- (e) Chemistry.
- (f) Anaesthesia.
- (g) Administration, which shall include questions in each of the following:
 - (1) Knowledge of Manual of the Medical Department and Navy Regulations, and general clerical procedures.
 - (2) Hospital supplies and property accountability.
 - (3) Commissary supervision.
- (h) Practical work in minor surgery, pharmacy, and chemistry.

Not less than five questions shall be asked in each subject and they shall be comprehensive and so framed that the advanced knowledge of the subjects that men eligible for assignment to duty independent of medical officers and to duties of a highly technical or specialized nature must possess will be disclosed by the answers. To be satisfactory a candidate must receive a mark of at least 2.5 in each subject.

Forward the forms and reports numbered (1), (2), and (4) in the examination for pharmacist's mate, first class, to the Bureau of Medicine and Surgery. Reference should be made to the Bureau circular or other letter authorizing the examination.

(5) In addition to the examination prescribed by the Bureaus of Naval Personnel and Medicine and Surgery for men of each rating, all men who have received a special course of instruction as dental technician, X-ray technician, laboratory technician, cardiograph technician, embalmer, etc., will be given an examination in such specialty and marks assigned for the purpose of arriving at the professional average. Such technical examination will be supervised by a dental officer, X-ray, or other specialist, if such dental or medical officer is available for membership of the examining board. The questions asked will be in addition to those outlined in this manual and the marks assigned must be shown on the examination report and computed with the other marks in accordance with instructions above.

(6) This additional technical examination is authorized in order to give men who have been detailed on special work the opportunity to demonstrate their ability along the lines of their specialty. Men who have been kept at technical tasks over a long period tend to grow out of touch with some of the general aspects of the hospital corpsman's work. Such men might receive unsatisfactory grades in one or more subjects and yet pass a perfect examination as a technician. The technical examination will go far, in such cases, toward bringing up the professional average of candidates for advancement.

(7) The examination report in cases of all hospital corpsmen being examined shall be made out in triplicate. The original and one copy shall be forwarded to the Bureau of Medicine and Surgery, and one copy retained for the man's service record.

D-5241. QUALIFICATIONS FOR CHIEF COMMISSARY STEWARDS.

(1) A *chief commissary steward* must have the following qualifications:

(A) Practical factors.

- (a) Be a graduate of the Cooks and Bakers School.
- (b) Set up a field kitchen and a field bake oven (if this equipment is carried in own ship).
- (c) Demonstrate ability to cater for enlisted men and to take complete charge of the delivery, handling, stowage, and issue of foodstuffs on ship or station to which attached.

(B) Examination subjects.

- (a) Know the Navy regulations regarding subsistence allowance, commuted rations, and the regulations and current instructions pertaining to the general mess.
- (b) Be able to plan menus and estimate the quantity of food required for a given number of men.
- (c) Understand the operation of the Commissary Department in a landing force.
- (d) Be able to keep accurate records and reports of all transactions connected with the general mess.
- (e) Be able to direct the proper stowage of provisions and to estimate capacities of storerooms, including cold-storage spaces.
- (f) Be able to direct the cooking and preparation of food in the galley, including bake shop, requiring a knowledge of the quantities of ingredients and the length of time required for cooking.
- (g) Know the current prices and the normal seasonal fluctuations in price of the various ingredients of the Navy ration and other foodstuffs that may be purchased for special occasions.

D-5242. QUALIFICATIONS FOR SHIP'S COOKS.

(1) A ship's cook, third class, must have the following qualifications:

(A) Practical factors.

- (a) Demonstrate how the galley range in own ship or station is lighted off, operated, secured, and cleaned.
- (b) Be a qualified watch stander in the galley in own ship or station.
- (c) Demonstrate the starting, stopping, operation, and cleaning of all mechanical apparatus used in the preparation of food in own ship or station.
- (d) Indicate on a quarter of beef and a side of veal the names, location, and proper uses of the various cuts of meat.
- (e) Supervise and prepare food for cooking.
- (f) Prepare, cook, and serve any four dishes selected by examining board, to include a meat course, three vegetables, and a dessert.

(B) Examination subjects.

- (a) Know the sanitary precautions to be observed by commissary personnel in the stowage, preparation, and issue of food.
- (b) Know the routine to be observed for the maintenance and proper sanitary condition of ice boxes, vegetable lockers, meat blocks, etc.
- (c) Know the organization of the general mess in own ship or station.
- (d) Know the regulations regarding the withdrawal of provisions from N. S. A. storerooms.
- (e) Know the classes and groups into which foods are divided and the function of each as part of the diet.
- (f) Know the functions of vitamins and their source in various foodstuffs.
- (g) Using the foodstuffs normally found on board ship, prepare a menu for one week to illustrate a properly balanced diet. (Examining board will indicate the season and the location of the ship.)

- (2) A ship's cook, second class, must have the following qualifications:

(A) *Practical factors.*

- (a) Cut meats economically and properly.
- (b) Demonstrate ability to supervise the delivery, inspection, and storage of provisions and fresh meats.

(B) *Examination subjects.*

- (a) Be able to plan and prepare bills of fare.
- (b) Given a sample bill of fare for a week's period, compute the quantity and cost of each item and the cost of the ration per man for that period. (Examining board will provide a copy of current contract prices.)
- (c) Be familiar with the regulations and instructions with regard to the Navy ration, surveys, and sales to messes.
- (d) Know the keeping qualities and the proper storage temperatures for various kinds of provisions and be familiar with standard Navy recipes.

- (3) A ship's cook, first class, must have the following qualifications:

(A) *Practical factors.*

- (a) Be qualified as cook in charge of the galley.
- (b) Set up and operate a field kitchen, field bake oven, and camp ice box, if any or all of this equipment is available in own ship or station.

(B) *Examination subjects.*

- (a) Know the duties of a cook detailed with a landing force.
- (b) Know the variety and quantity of provisions and cooking utensils to be provided for a landing force under various conditions.
- (c) Know how the field kitchen equipment for a landing force is arranged, including the camp ice box, the kitchen pits, the kitchen fires, camp ovens, and incinerators.
- (d) Know the duties of commissary personnel in combat.
- (e) Have a full and complete knowledge of the constituents of meats and foodstuffs, and know in detail the current regulations and instructions governing the general mess.

D-5243. QUALIFICATIONS FOR BAKERS.

- (1) A baker, third class, must have the following qualifications:

(A) *Practical factors.*

- (a) Operate correctly the ovens, dough-mixing machinery, and other bakery equipment in own ship or station.
- (b) Bake bread, cake, pie and/or simple pastries as required by examining board.

(B) *Examination subjects.*

- (a) Know the sanitary precautions to be observed by commissary personnel in the stowage, preparation, and issue of food.
- (b) Know the organization of the general mess in own ship or station.
- (c) Know the regulations regarding the withdrawal of provisions from N. S. A. storerooms.
- (d) Know the classes and groups into which foods are divided and the function of each as part of the diet.
- (e) Know the functions of vitamins and their source in various foodstuffs.
- (f) Know the kinds and uses of all breads served on board ship.

- (2) A baker, *second class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Bake bread, rolls, cakes, and pastries as required by examining board to determine the candidate's fitness to perform any kind of baking.
- (b) Set up a field oven and bake field bread (if own ship is equipped with field oven).
- (c) Prepare substitutes for ready-made yeast.

(B) *Examination subjects.*

- (a) Be familiar with the regulations and instructions with regard to the Navy ration, surveys, and sales to messes.
- (b) Know the construction and operation of all mechanical appliances found in bakeries aboard ship.

- (3) A baker, *first class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Qualify as baker in charge of a ship's bakery.

(B) *Examination subjects.*

- (a) Know the duties of a cook detail with a landing force.
- (b) Know the variety and quantity of provisions and cooking utensils to be provided for a landing force under various conditions.
- (c) Know how the field kitchen equipment for a landing force is arranged, including the camp ice box, the kitchen pits, the kitchen fires, camp ovens, and incinerators.
- (d) Know the duties of commissary personnel in combat.

D-5244. QUALIFICATIONS FOR MUSICIANS.

All candidates for musician second class and first class will be examined in the practical factors, if practicable, by a bandmaster from a ship other than that on which the candidate is stationed. Candidates for bandmaster will be examined in the practical factors, if practicable, by a board consisting of two bandmasters from ships other than that on which the candidate is stationed.

- (1) A musician, *second class* must have the following qualifications:

(A) *Practical factors.*

- (a) Play all major and minor scales and major and minor chords from memory; drummers to know the first eight rudiments from memory.
- (b) Play easy to moderately advanced technical exercises written for the instrument played.
- (c) Perform satisfactorily at least third or fourth parts in instrumental music.
- (d) Understand the proper use, handling, and care of his instrument.

(Inspection should show instrument in good condition.)

(B) *Examination subjects.*—Know the following subjects in elementary musical theory:

- (a) All major and minor key signatures.
- (b) Qualities of musical sounds; signs of intonation.
- (c) Signs of duration; time signatures.
- (d) Words and signs used in musical composition.
- (e) Musical abbreviations.
- (f) Be familiar with that part of the Table of Honors pertaining to the band.

- (2) A musician, *first class* must have the same qualifications as a musician second class and in addition:

(A) *Practical factors.*

- (a) Play all dominant-seventh, diminished and augmented chords, embellishments, and intervals; drummers to know the first 13 rudiments from memory, and major and minor scales and chords on bells.
- (b) Play moderately advanced technical exercises written for the instrument played.
- (c) Perform satisfactorily at least second parts in instrumental music.
- (d) Transpose a tone higher or lower, at sight.

(B) *Examination subjects.*—Know the following subjects in elementary musical theory:

Those subjects required for musician, second class, and in addition,

- (a) Genders; scales; tetrachords; intervals.
- (b) Triads; neighboring scales and keys.
- (c) Instruments; voices; transposing instruments.
- (d) Ornaments; principal chords and inversions.
- (e) Harmonic and melodic progressions; phrases.
- (f) Cadences; passing notes; musical interpretation.
- (g) Treble and base clefs.

(3) A *first musician* must have the same qualifications as a musician first class and in addition:

(A) *Practical factors.*

- (a) Play advanced technical exercises written for the instrument played; drummers to know all 26 rudiments from memory, and play moderately advanced technical exercises for bells.
- (b) Perform satisfactorily solo and first parts in instrumental music.
- (c) Play a solo with accompaniment, written for the instrument played.
- (d) Demonstrate ability to take charge of a band and conduct rehearsals, concerts, and military formations.
- (e) Demonstrate ability to use properly the drum major's baton and to form and maneuver a band on the field.

(B) *Examination subjects.*

- (a) Know the Manual of the Baton and other rules governing the forming and maneuvering of a band on the field as set forth in chapters VII, IX, and X of the Manual for Drummers, Trumpeters, and Fifers, United States Marine Corps.
- (b) Know the Tables of Honors; correct procedure of rendering same, and all references to music or the band as set forth in chapter V of the Navy Regulations.
- (c) Know the following subjects in elementary harmony:
 - 1. Formation of natural and diatonic scales; intervals; chord formation; rules of part writing; cadences; phrase structure.
 - 2. Harmonic minor; principal and subordinate triads and their inversions; dominant seventh chord; simple modulation; passing notes; suspensions; organ point.
 - 3. Harmonization of simple melodies and basses.
- (d) Be able to read alto and tenor clefs.
- (e) Know registers of all instruments.
- (f) Know the principles of baton technique.

(4) A *bandmaster* must have the same qualifications as a first musician and in addition:

(A) *Practical factors.*

- (a) Demonstrate ability to arrange for band by submitting to the examining board, as part of the examination, either an original composition, preferably a march, or other piece, arranged for military band. If not an original composition, the part from which the arrangement is made must be attached to the arrangement.
- (b) Demonstrate ability to take charge of a dance band, rehearse, and play for a dance.

(B) *Examination subjects.*

- (a) Be familiar with all references in the Navy Regulations pertaining to music or to the band.
- (b) Be familiar with the regulations governing ceremonies and escorts as set forth in the Landing Force Manual, United States Navy.
- (c) Know the following subjects in harmony and theory:
 - 1. Dominant ninth chord and inversions; diminished seventh chord; modulation; altered chords; sequences; in-harmonic tones.
 - 2. Harmonization of figured basses and florid melodies containing modulations, using all chord material.
- (d) Know baton technique thoroughly and the principles of musical interpretation.
- (e) Know the principal parts, main peculiarities and something of the difficulties involved in playing all instruments.
- (f) Know the names of at least twenty great composers, living or dead, their nationality, and their principal works.
- (g) Know the names, nationality, and instrument of at least twenty great instrumental artists, living or dead.
- (h) Know how to arrange a well-balanced program for both band and dance band.
- (i) Submit to the examining board, as part of the examination, an original theme on the life and accomplishments of any great conductor.

(C) *Educational requirements.*

- (a) Must be a graduate of the United States Navy School of Music, United States Navy Yard, Washington, D. C.

D-5245. QUALIFICATIONS FOR BUGLERS.

All candidates for bugler second class, bugler first class, buglemaster second class, and buglemaster first class will be examined, if practicable, in the practical factors by a bandmaster of a ship other than that on which a candidate is stationed. Candidates for chief buglemaster will be examined in the practical factors, if practicable by a board of two bandmasters from ships other than that on which the candidate is stationed.

- (1) A *bugler second class* must have the following qualifications:

(A) *Practical factors.*

- (a) Be physically adapted to playing the bugle.
- (b) Sound correctly from memory all bugle calls as set forth in the Manual for Buglers, United States Navy.
- (c) Stand satisfactorily a routine bugle watch on own ship.
- (d) Understand proper use, handling, and care of the bugle.
(Inspection should show bugle in good condition.)

(B) Examination subjects.

- (a) Be familiar with the complete text of the Manual for Buglers, United States Navy.
- (b) Be familiar with the Table of Honors, as set forth in chapter V of the Navy Regulations, pertaining to buglers.
- (c) Be able to write in manuscript the usual calls in use on the ship or station to which attached.
- (d) Know the following subjects in elementary musical theory:
 - 1. Qualities of musical sounds; signs of intonation; signs of duration; time signatures.
 - 2. Words and signs used in musical composition; musical abbreviations; treble clef.

(2) A bugler first class must have the same qualifications as a bugler second class and in addition:

(A) Practical factors.

- (a) Sound correctly from memory all bugle calls, flourishes, and sound off.
- (b) Sound correctly from memory at least four bugle marches as given in Manual for Drummers, Trumpeters, and Fifers, United States Marine Corps.
- (c) Sound correctly all bugle exercises in the Manual for Buglers, United States Navy.
- (d) Stand satisfactorily a bugle watch on the quarterdeck for honors.

(B) Examination subjects.

- (a) Be able to write in manuscript from memory all bugle calls.
- (b) Know the Tables of Honors, correct procedure of rendering same, and all references to music or buglers as set forth in chapter 5, United States Navy Regulations.
- (c) Know personal flags of flag officers of the United States Navy.
- (d) Know the national and man-of-war ensigns of the principal maritime powers.

(3) A buglemaster second class must have the same qualifications as a bugler first class and in addition:

(A) Practical factors.

- (a) Play the first eight rudiments and the ruffles on the snare drum from memory.
- (b) Play easy music for snare drum at sight.
- (c) Play correctly and proficiently from memory all bugle calls, flourishes, and marches as given in the Manual for Drummers, Trumpeters, Fifers, United States Marine Corps.
- (d) Play from memory the bugle parts to at least four standard marches for a band that contains bugling (trumpeting).
- (e) Be able to read bugle music at sight.
- (f) Demonstrate ability to use properly the drum major's baton and to form and maneuver a band on the field.
- (g) Stretch and fit a head on a field drum.

(B) Examination subjects.

- (a) Know the Manual of the Baton and other rules regarding the forming and maneuvering of a band on the field, as set forth in the Manual for Drummers, Trumpeters, and Fifers, United States Marine Corps.

- (b) Know names of the parts of a drum and how to handle and care for it properly.
- (c) Be able to write in manuscript all calls and marches played.
- (d) Be able to write from memory the notation for the first eight rudiments on the snare drum.
- (e) Know the regulations governing close order drill as set forth in chapters 1, 2, and 3 of the Landing Force Manual, United States Navy.

(C) *Educational requirements.*

- (a) Be a graduate of the Buglemasters School.

(4) A *buglemaster, first class*, must have the same qualifications as a *buglemaster second class* and in addition:

(A) *Practical factors.*

- (a) Play the first 13 rudiments on the snare drum from memory.
- (b) Play a rudimental drum solo.
- (c) Play the bass drum and cymbals correctly; play drum music at sight.
- (d) Take charge of buglers on board ship; properly make out and supervise bugle watches.
- (e) Be proficient as a drum major.

(B) *Examination subjects.*

- (a) Know the proper position of bugles, drums, and cymbals when in field-music formation.
- (b) Know the regulations governing ceremonies and escorts as set forth in the Landing Force Manual, United States Navy.
- (c) Be able to write in manuscript from memory the four ruffles and flourishes sounded for honors by the field music for bugles, snare drums, bass drums, and cymbals, as set forth in Manual for Buglers, United States Navy.
- (d) Be able to write in manuscript from memory the "sound-off" for field music used in parades, guard mounts, etc., and the notation for the first 13 rudiments on the snare drum.

(5) A *chief buglemaster* must have the same qualifications as a *buglemaster first class* and in addition:

(A) *Practical factors.*

- (a) Play all 26 rudiments on the snare drum from memory.
- (b) Be qualified to instruct and supervise buglers and drummers.
- (c) Take charge of a field-music and execute any maneuver or ceremony on board ship or on the field.
- (d) Be an accomplished bugler, drummer, and drum major.
- (e) Lead a field-music in conjunction with a band on the field playing marches containing bugling.
- (f) Demonstrate ability to arrange for a field-music by submitting to the examining board, as a part of the examination, an original march for bugles and drums.

(B) *Examination subjects.*

- (a) Be able to write in manuscript from memory the notation for all 26 rudiments on the snare drum.
- (b) Know all references pertaining to music of the band and buglers as set forth in the United States Navy Regulations.
- (c) Know the principles of baton technique as used in conducting.
- (d) Be familiar with the complete text of the Manual for Drummers, Trumpeters, and Fifers, United States Marine Corps.

D-5246. QUALIFICATIONS FOR SPECIALISTS.

(1) The rating of specialist is established during national emergency or war to include personnel who have qualifications temporarily required for the duration, but for which there are no provisions in regularly established ratings.

(2) This rating will include personnel who are enlisted for the required specialty.

(3) Each specialty group, consisting of the specialist rating followed by the indicator in parentheses, will consist of four grades. (See Art. D-1501.)

(4) The qualifications necessary for the rating, the subdivision thereof, and the grades therein will be promulgated in the Bureau Circular Letter establishing the subdivision of the rating and the indicator therefor.

(5) The indicators for specialist's rating are:

A—Athletic instructors.	P—Photographers.
C—Classification.	R—Recruiters.
G—Gunnery instructors.	S—Shore patrol and security.
I—International Business	T—Teachers.
Machine (IBM) operators.	V—Transport airmen.
M—Mail clerks.	W—Welfare duty with chaplains.
O—Inspectors of naval matériel.	

D-5247. QUALIFICATIONS FOR MESS ATTENDANTS.

(1) A *mess attendant, second class*, must have the following qualifications:

- (a) Be able to keep rooms and compartments assigned to him in clean condition.
- (b) Understand the operation of ship's laundry and orders in regard thereto.
- (c) Understand how to serve at table in an officers' mess.
- (d) Be familiar with the various uniforms of commissioned officers.

(2) A *mess attendant, first class*, must have the following qualifications:

- (a) Same as a mess attendant, second class, and in addition—
- (b) Be able to direct other mess attendants as to serving at table in an officers' mess.
- (c) Be able to act as head pantry boy in officers' mess and assist the steward in preparation and service of food. Should be able to take charge in absence of steward.
- (d) Have general knowledge of catering for officers' mess.
- (e) Be able to speak English with fair ability.

D-5248. QUALIFICATIONS FOR OFFICERS' COOKS.

(1) An *officers' cook, third class*, must have the following qualifications:

- (A) *Practical factors.*
 - (a) Demonstrate how the galley range in own ship or station is lighted off, operated, and secured.
 - (b) Be able to take charge of a small galley and maintain it in proper condition as regards cleanliness and upkeep.
 - (c) Demonstrate the starting, stopping, and operation of all mechanical apparatus used in the preparation of food in own ship or station.
 - (d) Demonstrate ability to bake bread, and to make pie and simple pastries.
 - (e) Demonstrate to the satisfaction of the examining board, that any four dishes selected by the examining board, can be prepared, cooked and served properly. This to include a vegetable, meat, and a dessert.

(B) *Examination subjects.*

- (a) Know the sanitary precautions to be observed by commissary personnel in the preparation of food.
- (b) Know the sanitary precautions to be observed in the issue of food.
- (c) Know the safety precautions relative to the use of fuel oil in the galley.
- (d) Know the allowance of cooking utensils and galley equipment, and the method of accounting for these articles.

(2) An *officers' cook, second class*, must have the same qualifications as an officers' cook, third class, but in a more expert and finished manner, and in addition, the following:

(A) *Practical factors.*

- (a) Know the various cuts of meat and their proper uses.
- (b) Know the routine to be observed for the maintenance and proper sanitary conditions of ice boxes and vegetable lockers.
- (c) Have demonstrated ability as a consistently good cook.

(B) *Examination subjects.*

- (a) Know the regulations regarding the withdrawal of provisions from the storerooms.
- (b) Know the organization of the officers' messes in own ship or station.
- (c) Indicate on a quarter of beef and a side of veal the names, location, and proper uses of the various cuts of meat.

(3) An *officers' cook, first class*, must have the same qualifications as an officers' cook, second class, but in a more expert and finished manner, and in addition, the following:

(A) *Practical factors.*

- (a) Demonstrate ability to supervise the delivery, inspection, and storage of provisions and fresh meats.
- (b) Demonstrate ability to prepare a menu for one week for a properly balanced diet using the foodstuffs normally found aboard ship.
- (c) Demonstrate ability to estimate quantities and kinds of foodstuffs in preparing for cruises.

(B) *Examination subjects.*

- (a) Plan a menu for a given number of officers.
- (b) Estimate quantity of different kinds of food necessary for the above planned menu.
- (c) Know the classes and groups into which foods are divided, and the functions of each part as a diet.
- (d) Know the duties of an officers' cook detailed with a landing force.

(4) An *officers' chief cook* must have the same qualifications as an officers' cook, first class, and in addition, the following:

(A) *Practical factors.*

- (a) Demonstrate ability to prepare tables for formal service.
- (b) Demonstrate ability to keep accurate records and reports of all transactions connected with an officers' mess.
- (c) Demonstrate ability to direct the cooking, baking and the preparation of food.

- (d) Have leadership ability as demonstrated by his ability to instruct and supervise his subordinates in the messman branch in their regular duties, and in their duties at drills and general quarters.
 - (e) Be an outstanding cook and be qualified to act as an officers' steward.
- (B) *Examination subjects.*
- (a) Know the keeping qualities of the various kinds of provisions.
 - (b) Know the storage temperatures of the various kinds of provisions.
 - (c) Know the current prices and the normal range of prices of staple, and fancy foodstuffs in the various localities.
 - (d) Know the field equipment for a landing force, and the arrangement of the equipment.
 - (e) Understand precedence relating to Army, Navy, Marine Corps, and Coast Guard.

D-5249. QUALIFICATIONS FOR OFFICERS' STEWARDS.

- (1) An *officers' steward, third class*, must have the following qualifications:

(A) *Practical factors.*

- (a) Demonstrated ability to take charge of mess attendants.
- (b) Demonstrated ability to require good service, discipline and cleanliness, and to direct mess attendants in the serving at the table in an officers' mess.
- (c) Have satisfactorily performed his duties in connection with the cleanliness of officers' rooms and clothing.
- (d) Have satisfactorily performed his duties in the officers' mess room.
- (e) Demonstrate how the galley range in own ship or station is lighted off, operated, and secured.
- (f) Demonstrate the starting, stopping, and operation of all mechanical apparatus used in the preparation of food in own ship or station.
- (g) Demonstrate ability to bake bread, and to make pie and simple pastries.
- (h) Demonstrate to the satisfaction of the examining board, that any four dishes selected by the examining board, can be prepared, cooked and served properly. This to include a vegetable, meat, and a dessert.

(B) *Examination subjects.*

- (a) Be proficient in arithmetic and bookkeeping to such a degree as to insure the accurate keeping of necessary records.
- (b) Understand the proper seating arrangements for officers according to rank.
- (c) Understand the allowance of mess equipment, and the method of accounting for china, linen, and other equipment for the mess.
- (d) Be able to make out balanced menus for different occasions, both at sea and in port.
- (e) Know the sanitary precautions to be observed by commissary personnel in the preparation of food.
- (f) Know the sanitary precautions to be observed in the issue of food.

(g) Know the safety precautions relative to the use of fuel oil in the galley.

(2) An *officers' steward, second class*, must have the same qualifications as an *officers' steward, third class*, and in addition, the following:

(A) *Practical factors.*

- (a) Demonstrated ability to assign, direct and supervise the mess attendants in their various duties about the officers' mess room, and officers' rooms.
- (b) Demonstrate ability to keep accurate records and reports of transactions connected with an officers' mess.
- (c) Know the various cuts of meat and their proper uses.
- (d) Know the routine to be observed for the maintenance and proper sanitary conditions of ice boxes and vegetable lockers.

(B) *Examination subjects.*

- (a) Have knowledge of the proper storage of provisions.
- (b) Be able to estimate quantities and kinds of foodstuffs in preparing for cruises.
- (c) Know the current prices and normal range of prices of staple and fancy foodstuffs.
- (d) Know the regulations regarding the withdrawal of provisions from the storerooms.
- (e) Know the organization of the officers' messes in own ship or station.
- (f) Indicate on a quarter of beef and a side of veal the names, location, and proper uses of the various cuts of meat.

(3) An *officers' steward, first class*, must have the same qualifications as an *officers' steward, second class*, and in addition the following:

(A) *Practical factors.*

- (a) Satisfactorily demonstrated ability to take charge of mess attendants at physical drill without arms.
- (b) Demonstrated ability to supervise the delivery, inspection, and storage of provisions and fresh meats.

(B) *Examination subjects.*

- (a) Be familiar with the regulations regarding commuted rations, subsistence allowance, and current instructions pertaining to an officers' mess.
- (b) Plan a menu for a given number of officers.
- (c) Estimate quantity of different kinds of foods necessary for the above planned menu.
- (d) Know the classes and groups into which food is divided, and the functions of each part as a diet.
- (e) Know the duties of an officers' steward detailed with a landing force.

(4) An *officers' chief steward* must have the same qualifications as an *officers' steward, first class*, and in addition the following:

(A) *Practical factors.*

- (a) Be an outstanding officers' steward and in addition be qualified to act as an officers' cook.
- (b) Have served creditably as a leading steward of a wardroom mess, or of a flag officer's or commanding officer's mess for a period of at least 3 years. (Proficiency in rating marks during these duty assignments must be at least 3.5 to be considered as having served creditably.)

- (c) Have leadership ability as demonstrated by his ability to instruct and supervise his subordinates in their regular duties and in their duties at drills and general quarters.
 - (d) Demonstrated ability to direct the cooking, baking, and the preparation of food.
 - (e) Demonstrated ability to keep accurate records and reports of all transactions connected with an officers' mess.
 - (f) Demonstrated ability to prepare tables for formal service.
- (B) *Examination subjects.*
- (a) Know the storage temperatures and the keeping qualities of the various kinds of food and provisions.
 - (b) Know the current prices and the normal range of prices of staple, and fancy foodstuffs in the various localities.
 - (c) Know how the field kitchen equipment for a landing force is arranged, including the camp ice box, the kitchen pits, the kitchen fires, camp ovens and incinerators.
 - (d) Know the duties of officers' stewards, officers' cooks, and messmen in combat.

Section. 3. DETAILS

D-5301. AVIATION PILOTS; AVIATION PILOTS (QUAL LTA).

(1) Aviation pilots are enlisted men of aviation pilot ratings who have successfully completed a course of instruction in practical and theoretical heavier-than-air flight training, at such stations where aviation pilot training is authorized. They are required to have flown alone in a heavier-than-air craft not less than 75 hours, and to have flown in a heavier-than-air craft a total of not less than 200 hours during their naval service. Aviation pilots wear the insignia of naval aviators. They are issued a certificate as aviation pilot by the Bureau of Naval Personnel.

- (a) Commanding officers of air stations at which aviation pilot training is authorized will cause the following entry to be made on page 9 of the service record of all enlisted men who have successfully completed the aviation pilot's course, giving date of completion of course:

"This man has successfully completed the full course of instruction in practical and theoretical heavier-than-air flight training in accordance with the prescribed syllabus of aviation pilot training."

- (b) All commanding officers will cause the following entry to be made on page 9 of the service record of all enlisted men, when applicable:
- "This man has flown alone in a heavier-than-air craft not less than 75 hours and has flown in heavier-than-air craft a total of not less than 200 hours."

(2) Aviation pilots (Qual LTA) are enlisted men of the aviation branch holding aviation pilot (Qual LTA) ratings who have successfully completed a course of instruction in practical and theoretical lighter-than-air pilot flight training, at such stations where lighter-than-air training is authorized. They wear the insignia of naval aviators, and are issued a certificate as aviation pilot (Qual LTA) by the Bureau of Naval Personnel.

- (a) Commanding officers of air stations at which aviation pilot (Qual LTA) training is authorized, will cause the following entry to be made on page 9 of the service record of all enlisted men who have successfully completed the aviation pilot's (Qual LTA) course, giving date of completion of course.

"This man has successfully completed the full course of instruction in practical and theoretical lighter-than-air flight training in accordance with the prescribed syllabus of aviation pilot (Qual LTA) training."

(3) Naval aviators are, in all cases, commissioned or warrant officers. Enlisted men who have been issued certificates as aviation pilots or aviation pilots (Qual LTA) should, upon being appointed to warrant or commissioned rank, make application to the Bureau for certificates as naval aviators.

D-5302. FLIGHT ORDERS, ENLISTED MEN.

(1) Commanding officers are authorized to issue temporary flight orders to enlisted personnel within their commands, who may be required to participate regularly and frequently in aerial flights in naval aircraft, and who are detailed to such duty, in accordance with directives of the Bureau of Naval Personnel which may be issued from time to time.

(2) An additional copy of Bureau of Supplies and Accounts flight certificate of authorization to disbursing officer shall be forwarded to the Bureau of Naval Personnel monthly. On this additional copy, following last name on flight certificate, the commanding officer will report the average number of flight orders represented thereon. The disbursing officer will complete total cost data, prior to forwarding the additional copy to the Bureau of Naval Personnel.

D-5303. QUALIFICATIONS FOR MEN DESIGNATED AS QUALIFIED FOR SUBMARINES.

(1) A school for the elementary training of enlisted men for submarines is established at the submarine base, New London, Conn. Commanding officers of submarines receiving men from this school will not consider their training as complete, but shall continue their training with a view to their early qualification. Training shall be started of any unqualified man received from other sources. During the period of training, men may be required to keep notebooks.

(2) A man who has not been previously qualified for submarine torpedo-boat work is not eligible for designation by his commanding officer until he has served at least six months on submarines in commission, or those attached to submarines under construction for the Navy from the time builders' trials commence. The required length of service in submarines may be waived when prescribed by circular letter of the Bureau, to permit examination for the qualification of enlisted personnel as soon as their commanding officers consider they have attained the proper standard in training.

(3) Before being designated as qualified every man must pass satisfactorily an oral and practical examination that will demonstrate his knowledge and ability in all general matters pertaining to the operation of the submarine on which he is serving. This examination shall consist of two parts, viz.:

- (a) Knowledge of the subjects that are required of submarine men in general, regardless of rating; and
 - (b) Knowledge of the subjects that are required of submarine men in the specialty of their ratings.
- (4) The general subjects referred to in paragraph 3 (a) shall include:
- (a) Ability to start and stop all machinery on board.
 - (b) Familiarity with the operation of the ballast, safety, and regulating tanks.
 - (c) Knowledge of the name, function, and location of all valves and the leads of all piping.
 - (d) Knowledge of proper procedure in case of casualty or accident.
 - (e) Familiarity with the organization and the stations and duties of all men on board.
 - (f) For ratings of the seamen branch, ability to steer, and signal.

(5) The special subjects referred to in paragraph 3 (b) shall include:

(a) Thorough knowledge of the care, operation, and preservation of all machinery, appliances, and equipment to which the man may be assigned by virtue of the rating held.

(6) When a man is qualified for submarine work, entry shall be made in his service record to that effect. Should a man who has so qualified subsequently be not found qualified, his qualification shall be revoked and an entry to that effect made in his service record with a brief statement of the circumstances. A man who has so qualified and who is subsequently detached from duty on submarines is considered to retain his qualification for a period of six months and need not requalify upon rejoining a submarine vessel within that period. A man who remains separated from service in submarine vessels for a period longer than six months must upon reporting to submarine duty again be requalified in accordance with subparagraphs (3), (4), and (5). (See uniform regulations regarding wearing of submarine insignia by men who are qualified in submarines.)

(7) See article D-5326 (4) for extra compensation.

(8) Insofar as practicable, only volunteers will be assigned to submarine duty. When sufficient volunteers to meet the needs cannot be obtained, nonvolunteers will be so assigned.

D-5304. QUALIFICATIONS FOR RECRUIT INSTRUCTORS.

(1) At the completion of three months' probationary service as an instructor of apprentice seamen a chief petty officer who has been detailed to duty at a naval training station as recruit instructor shall be examined to determine his fitness for that duty.

(2) The following qualifications shall be determined by a board of three line officers appointed by the commanding officer of the station:

- (a) Military in bearing and deportment.
- (b) Correct in dress and neat in personal appearance.
- (c) Have good judgment and tact in handling recruits.
- (d) Have exhibited zeal, energy, intelligence, and devotion to duty during his probationary period.
- (e) Be a good seaman; be able to do practical work in the sail loft with palm and needle and in the rigging loft with manila and wire rope; be able to handle boats under oars and sails.
- (f) Practical knowledge of the manual of landing-force and small-arms instructions.
- (g) Be able to assemble and drill under arms a company of Infantry and pieces of artillery.
- (h) Familiar with all systems of visual signalling used in the Navy, day and night.
- (i) A thorough knowledge of first aid.

(3) When an applicant has passed a satisfactory examination in accordance with the foregoing requirements, the commandant or commanding officer should issue to him an appointment as recruit instructor and make appropriate entry in the man's service record. Should a man so qualified be subsequently found to be not qualified, his appointment should be revoked and an entry to that effect made in his service record with a brief statement of the circumstances.

D-5305. NAVY MAIL CLERKS; DESIGNATION.

(1) *Qualifications.*—An enlisted man to be recommended for designation as a Navy mail clerk or assistant must possess the following qualifications:

- (a) Be trustworthy in character.
- (b) Have at least the equivalent of a grammar-school education.

- (c) Show by examination a reasonable knowledge of the duties of a Navy mail clerk.
- (d) Have at least 2 years to serve on his current enlistment or agree to reenlist or to extend for a period sufficient to make his future service 2 years.
- (e) Be a petty officer, third class, or higher rating.
- (f) Be serving in second or subsequent enlistment.
- (g) If practicable, he shall be a man whose availability for this assignment for a considerable length of time appears likely, as regards prospective transfer, advancement in rating, or other causes.

Chief petty officers should not be recommended for designations as Navy mail clerks. Hospital Corpsmen will not be designated as mail clerks except upon hospital ships and at naval hospitals.

(2) *Designation.*—When an enlisted man who possesses the above qualifications has been selected for the position of Navy mail clerk or assistant, the commanding officer shall nominate him to the Bureau by letter and the Bureau will submit his name to the Post Office Department for designation. The letter of nomination shall reach the Bureau 2 weeks prior to the date given for the date of designation or the date on which it is desired that the postal effects arrive at the Naval post office, or 3 weeks prior to that date if money-order service is desired. Such letter shall be submitted in duplicate, plus one additional copy for each enlisted man named therein and shall contain the following information:

- (a) The effective date of designation desired.
- (b) The date of expiration of his current enlistment, his current enlistment as extended, or an affirmation of his agreement to reenlist.
- (c) The name of the commissioned officer (or bonded Navy mail clerk or assistant) who shall have temporary custody of the postal effects pending the Postmaster General's acceptance of the appointee's bond and the effective date of his designation. When no postal effects are on hand, as in the case of an activity at which a naval post office is not in operation, the following additional data shall be furnished for the information of the Post Office Department:
- (d) Whether stamp stock is desired, and if so, the quantity and denomination.
- (e) Whether money-order service is desired.
- (f) Whether rotary-lock equipment is desired.
- (g) Date on which it is desired that the postal effects arrive at the naval post office.

The papers required for bonding the applicant will be forwarded as prescribed in article D-5306.

No man shall perform the duties of Navy mail clerk or assistant Navy mail clerk until his bonds have been approved and accepted and designation made effective.

(3) *Reenlistment or Extension of Enlistment.*—

- (a) When the enlistment of a person serving as Navy mail clerk or assistant expires and his enlistment is extended or reenlistment takes place immediately, his designation as Navy mail clerk or assistant and oath and bond therefor continue in effect. (Comptroller General's Decision 1227 of April 5, 1922.)
- (b) When a Navy mail clerk or assistant serves continuously for more than 4 years under the same designation, as may happen when his enlistment is extended or reenlistment occurs immediately, his

bond must be renewed not later than 4 years after its effective date and same must be approved by the Secretary of the Navy and accepted by the Postmaster General before the Navy mail clerk or assistant is deemed to be fully qualified to continue his postal duties.

- (c) However, when a period of time elapses between the expiration of enlistment and reenlistment, and it is desired that the person continue performing the duties of a Navy mail clerk or assistant upon reenlistment, his nomination shall be treated as a new designation, and a new oath and bond shall be executed and forwarded to the Navy Department in the usual manner.
- (4) *Change in Designation.—Promotion, etc.*
- (a) In case an assistant Navy mail clerk is to be promoted to Navy mail clerk or a Navy mail clerk is to be reduced to the status of assistant, notification of such change shall be sent to the Bureau in sufficient time to permit the change to be made prior to the date desired. The Bureau will recommend the promotion, or vice versa, to the Post Office Department.
 - (b) A new oath of office shall be executed by the Navy mail clerk or assistant and transmitted through the office of the Judge Advocate General to the Post Office Department for acceptance. The bond furnished for the original designation continues in effect and covers the change in duty.
 - (c) The Navy mail clerk or assistant shall not, however, be qualified to perform any postal duties under such change until his new oath of office has been accepted by the Postmaster General and his designation is in effect.
- (5) *Designation effective.*—The effective date of the designation of a Navy mail clerk or an assistant Navy mail clerk is given in the letter of designation from the Post Office Department.
- (6) *Designation revoked.*—
- (a) A Navy mail clerk or assistant is designated for a particular ship or station. Therefore, when his active-duty status aboard ship or station ceases, due to such causes as transfer, desertion, death, or discharge, his designation should be revoked. In such cases the commanding officer will immediately notify the Bureau, requesting official revocation of his appointment, stating the reason therefor, the exact date his services ceased, and the name of the person having temporary custody of the postal effects. Under no circumstances shall a commanding officer permit a Navy mail clerk or assistant to perform postal duties subsequent to the date stated in the recommendation of revocation to the Bureau. The Bureau will recommend the revocation of the designation of the Navy mail clerk or assistant to the Post Office Department.
 - (b) When a Navy mail clerk or assistant proves untrustworthy, his services shall immediately be terminated, the extra compensation stopped, and the Bureau notified as prescribed herein. The report to the Bureau shall include a statement as to the condition of the postal effects.
 - (c) Recommendations for revocation of the designation of Navy mail clerks or assistants may also be made at the discretion of commanding officers and by post-office inspectors for violation of the Postal Laws and Regulations.

- (d) Article D-5309 outlines the procedure to be followed in cases where the service of a Navy mail clerk is no longer authorized or when Navy mail service is discontinued for any other reason.
- (e) In order that Navy mail service may continue without interruption, and provided the services of a Navy mail clerk or assistant are authorized, a relief shall be nominated to the Bureau in accordance with paragraph 2 of this article, when recommendation is submitted revoking the designation of a Navy mail clerk or assistant. When practicable, the required information shall be furnished in one letter, which shall reach the Bureau in sufficient time so that the relief is qualified to assume his postal duties on a date immediately following the date the designation of the Navy mail clerk or assistant is revoked.
- (f) Pending the time the relief is qualified to assume his postal duties, the postal effects and funds shall be placed in the custody of an officer designated by the commanding officer as set forth in article D-5309.
- (g) Whenever necessity arises therefor, an assistant Navy mail clerk may be required by his commanding officer to perform the duties of Navy mail clerk.
- (7) *Custody of postal effects pending commissioning of vessel.*—
 - (a) Upon arrival, the postal effects shall be receipted for to the Postmaster of New York, N. Y., by the prospective commanding officer, who shall retain them in his custody pending the date the vessel is placed in commission and the date the Navy mail clerk is qualified to assume his duties. Under no circumstances shall the Navy mail clerk be made the custodian of any postal effects, perform any postal service, or be entitled to any compensation prior to the date of commissioning and the date his designation is in effect.
 - (b) The commanding officer will furnish the office of the Judge Advocate General the date the mail clerk discontinued the handling of naval communication service funds.

D-5306. NAVY MAIL CLERKS; BONDING.

- (1) *Bonds and oaths.*—Before entering upon any postal duties and before they may receive any compensation therefor, Navy mail clerks and assistant Navy mail clerks shall give bond to the United States for the faithful performance of their duties as such clerks as follows:
 - (a) Navy mail clerks and assistants, designated for naval post offices of class I, II, and III, not transacting money-order business, shall give bond in a sum not less than \$1,000.
 - (b) Navy mail clerks and assistants, designated for naval post offices of class I, II, III, located on vessels and at foreign shore stations which are authorized to transact money-order business, shall give bond in a sum not less than \$5,000.
 - (c) Navy mail clerks and assistants designated for naval post offices of class I, II, and III, located at domestic shore stations which are authorized to transact money-order business, shall give bond in a sum not less than \$1,000. However, should the amount of money-order business transacted warrant such action, upon the recommendation of the postmaster concerned, the bond will be proportionately increased by the Postmaster General.

- (d) Navy mail clerks and assistants, designated for naval post offices of class IV, shall give bond in a sum not less than \$1,000. The stamp-stock allowance and the volume of business transacted will be considered in increasing the bond. In the event money-order service is authorized, it shall be further increased, consideration being given to whether the naval post office is located on a vessel or at a foreign or domestic shore station.
- (e) The liability of postmasters or their sureties does not extend to covering the acts or omissions of Navy mail clerks or assistant Navy mail clerks in charge of naval post offices.
- (f) The person nominated as Navy mail clerk or assistant Navy mail clerk shall sign bond form N. J. A. 111, as principal and have his signature witnessed by two witnesses. He may select as his surety one of the companies whose application forms have been furnished and complete and sign one of its forms, or he may select any other surety company appearing on the list of approved surety companies published by the United States Treasury Department and reprinted in the Official Postal Guide. If the Navy mail clerk or assistant Navy mail clerk prefers to have two duly qualified individual sureties instead of a corporate surety, bond forms for individual sureties will be furnished upon request to the office of the Judge Advocate General. When additional bond forms N. J. A. 111 and application forms of various surety companies are needed, request shall be sent to the office of the Judge Advocate General.
- (g) Likewise, before entering upon any postal duties and before they may receive any compensation therefor, Navy mail clerks and assistant Navy mail clerks shall take and subscribe before an officer authorized to administer oaths, the oath of office appended to the back of the bond (N. J. A. 111), which reads as follows:

I, _____, having been designated as _____ Navy mail clerk, do solemnly swear (_____) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God. I do further solemnly swear (_____) that I will faithfully perform all the duties required of me and abstain from everything forbidden by the laws in relation to the establishment of post offices and post roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control: So help me God.

The above oath shall be executed in duplicate; the original thereof which is appended to the bond, shall be forwarded to the Judge Advocate General and the copy shall be furnished the disbursing officer.

- (h) The bond, oath, and application shall be sent to the Judge Advocate General on the same day that the letter of nomination is forwarded to the Bureau of Naval Personnel. Upon receipt in the office of the Judge Advocate General of the bond, oath, and application, the

surety company's representative will be called upon to execute the bond. When notice of the appointee's designation by the Post Office Department is received in the office of the Judge Advocate General, the effective date will be inserted in the bond, the approval of the Secretary of the Navy endorsed thereon, and the bond and oath will then be forwarded to the Post Office Department for acceptance.

- (i) No Navy mail clerk or assistant shall be deemed to be fully qualified until his oath and bond have been accepted by the Postmaster General and his designation is in effect. Such oaths and bonds will be filed in the Post Office Department, with the exception of oaths and bonds of Navy mail clerks and assistants designated for domestic shore stations, which are filed with the postmasters of the offices to which the naval post offices are attached.
 - (j) A bond shall be terminated when the designation of a Navy mail clerk or assistant Navy mail clerk is revoked, or at the expiration of his enlistment, unless the enlistment is extended or reenlistment follows immediately. In no instance, however, shall a bond run for a longer period than 4 years.
- (2) *Premium on bond.*—
- (a) When the oath and bond have been accepted by the Postmaster General, the applicant will be notified by the Bureau of his designation. He shall immediately forward to the surety company by bank draft, money order, or check the initial premium on his bond. This payment covers the premium for 1 year only.
 - (b) Renewal premiums, accompanied by a request for a receipt, shall be forwarded to the surety company in sufficient time to arrive when due. The receipt shall be retained by the Navy mail clerk or assistant as evidence of payment. Navy mail clerks and assistants serving at domestic shore station naval post offices shall request that the receipt be issued in duplicate, the duplicate to be filed with the postmaster concerned.

D-5307. NAVY MAIL CLERKS; ALLOWANCE, COMPENSATION, AND CLASSIFICATION.

(1) *Allowance.*—

- (a) One Navy mail clerk is allowed each naval vessel and shore station in commission, which allowance shall be filled at all times by an enlisted man qualified in accordance with article D-5305.
- (b) Navy mail clerks are not allowed to staffs afloat. One assistant Navy mail clerk is allowed each naval activity at which a staff is regularly stationed.
- (c) One assistant Navy mail clerk is allowed each naval activity whose personnel allowance exceeds 500 persons, provided an assistant Navy mail clerk is not allowed by subparagraph (b) above.
- (d) One assistant Navy mail clerk is allowed each receiving ship or station regardless of size.
- (e) Navy mail clerks and assistant Navy mail clerks may upon request be authorized by the Bureau in addition to those allowed by subparagraphs (b), (c), and (d) above.
- (f) One assistant Navy mail clerk is allowed for each division of marines whose units are not individually entitled to the services of a Navy mail clerk.

(2) *Classification.*—The average per-diem number of persons in the Naval service or Marine Corps, regularly attached to an activity, shall determine the classification of the naval post office, as follows:

Class I serves less than 100.

Class II serves 100 to 700.

Class III serves over 700.

Class IV, distributing office.

(3) *Postal duties at class I, II, and III naval post offices.*—The designation of a Navy mail clerk or assistant shall be for a particular naval post office. When designated for a naval post office of class I, II, or III, the appointee shall perform postal duties only at the naval post office named in the letter of designation. This regulation expressly provides that a Navy mail clerk or assistant shall call for and deliver to a post office the mail of the activity for which he is duly designated and bonded. It shall not, however, be construed as prohibiting the transaction of postal business for persons other than those attached to the activity for which he is Navy mail clerk or assistant.

(4) *Establishment of class IV naval post office.*—When a group of naval activities based in domestic waters are distantly located from a United States post office, so that it is inconvenient and impracticable for the Navy mail clerk of each activity to call for and deliver mail to the post office, the senior officer present may submit recommendation to the Bureau for the establishment of a class IV naval post office (distributing office). Such recommendation, which shall furnish the information called for in items (a), (b), and (c) below, will be submitted to the Post Office Department. Likewise, when a United States post office is not available for the collection and distribution of mail, as in the case of naval activities located in foreign waters, the senior officer present may submit recommendation to the Bureau for the establishment of a class IV naval post office (distributing office). The information called for in items (a) and (c) only shall be furnished in the latter case.

(a) Names of the naval activities to be served.

(b) Distance from nearest United States post office (branch or station) to each naval post office to be served.

(c) Average daily volume of mail handled by each naval post office to be served.

(5) *Duties of clerk at class IV naval post office.*—Upon the establishment by the Post Office Department of a class IV naval post office, the Navy mail clerk and assistant Navy mail clerk shall, in addition to performing postal duties for the particular activity for which designated, be authorized to receive mail for distribution to the Navy mail clerks of the activities named in the senior officer's recommendation and also make collection of mail from such Navy mail clerks for onward dispatch.

(6) *Compensation payable only for period appointee performs postal duties.*—

(a) The compensation of Navy mail clerks and assistant Navy mail clerk (see table below) shall be in addition to the pay of their rating and shall accrue from the date indicated in the letter of designation from the Post Office Department or from the date the appointee actually began performing postal duties. The latter date shall in no instance be prior to the date stated by the Post Office Department. Compensation shall cease on the date the appointee's designation as Navy mail clerk or assistant is revoked. Compensation as specified in the table below shall not accrue to men of specialist (M) ratings who are enlisted or rated for the specific purpose of performing postal duties. To provide for the payment of premiums on

Navy mail clerk bonds, specialists (M) shall receive compensation, in addition to the pay of their rating, of \$4 per month, whether or not they transact money order business.

Class of naval post office	Monthly compensation of Navy mail clerk	Extra monthly compensation for money-order business ¹	Monthly compensation of assistant Navy mail clerk
I.....	\$15. 00	\$5. 00	\$10. 00
II.....	20. 00	5. 00	10. 00
III.....	25. 00	5. 00	10. 00
IV.....	30. 00	5. 00	15. 00

¹ Payable to both Navy mail clerk and assistant Navy mail clerk.

(b) *Compensation determined by number of persons served.*—

(1) For the purpose of computing compensation the number of persons served by the Navy mail clerk shall be considered to be the authorized personnel allowance of the vessel for which the Navy mail clerk is designated, except as provided herein. The authorized allowance shall include the allowance of ship's company, staff, Marines, and aviation squadrons regularly stationed on board.

(2) Shore stations, receiving ships, hospital ships, and vessels of the Naval Transportation Service shall add to the authorized allowance the average per diem number of persons in the naval service attached to the command, including patients, prisoners, persons under instruction and in training, and other transients. The commanding officer shall furnish the disbursing officer a monthly statement of transients for this purpose.

(7) *Purpose of compensation.*—The extra compensation received by a Navy mail clerk or assistant Navy mail clerk may be advanced by him to pay expenses for official purposes, such as drayage of mails, registry fees for official Naval mails, etc. In such event, he shall obtain proper receipt and be subsequently reimbursed. Official postal funds shall not be used for the above purposes. However, this extra compensation shall become the unrestricted property of the Navy mail clerk or assistant and nothing herein contained shall be construed as preventing him from submitting claim for reimbursement for sundry expenses.

D-5308. NAVY MAIL CLERKS; SUPERVISION AND INSPECTION.

(1) Navy post offices on ships and foreign stations are branches of the United States post office, New York City. Inspection of these Navy post offices will be held as follows:

(A) Weekly equipment inspection.

(B) Semimonthly audit of money-order funds, postal funds, postage stamps and other stamped paper.

(C) Quarterly surprise inspection.

(D) Annual inspection by postal official.

(E) Daily audit of money-order records and funds.

(2) *Weekly equipment inspection.*—A weekly inspection of the post office and its equipment will be made by a commissioned officer and the following points

noted: Cleanliness of the compartment and equipment, number of mail bags on hand and whether they are empty, the presence of any undelivered mail and its date, general condition of the funds and records, presence of mail keys, the condition of the scales, and whether the Navy mail clerk's postal duties conflict with his duties at general drill. If the inspecting officer has any reason to doubt the accuracy of the scales, the matter shall be reported immediately to the postmaster of the office to which the naval post office is attached.

NOTE.—Defective or damaged mail bags of all kinds will be promptly sent to the mail-bag repair shop, Washington, D. C.

A report of this inspection will be entered in the weekly hull report.

(3) *Semimonthly audit—for ships and foreign stations.*—A commissioned officer other than the one who makes the daily money-order audits will make an audit of the postal and money-order funds, stamps, and stamped paper and verify the accuracy of the records immediately following each pay day.

United States post office Form 3271 will be prepared by the Navy mail clerk and verified by the inspecting officer, who shall see that the total amount of postal funds and stamped paper reported on hand is not less than the amount of stamped paper issued to the Navy mail clerk. Any excess due fractions of a cent gained in the sale of stamped envelopes must be included in this report with an explanatory reference.

When money-order service is authorized, United States post office Form 6972 will be prepared by the Navy mail clerk from the date of the last inspection, and will be verified by the inspecting officer who will audit the account, such audit to include verification of the cash book and other records.

The above audits will be made on the same day. The forms will be made out in triplicate, one copy to be forwarded by the commanding officer to the postmaster, New York City, one copy to be given the mail clerk for the permanent files of the post office, and one copy to be retained by the officer making the inspection.

(4) *Quarterly surprise inspection.*—Once each quarter or oftener at no set date the commanding officer will order a surprise inspection of the post office under his command. The inspection and reports will be a combination of those prescribed in paragraphs (2) and (3). This inspection must be made by officers other than those who make the regular inspections.

(5) *Annual inspection by postal official.*—

(a) Naval post offices on vessels and at foreign shore stations, which are authorized to transact money-order business, shall be inspected at intervals by post office inspectors. Commanding officers shall facilitate in every way the visits of the inspectors. Should it appear that a year will pass without this inspection, the fact shall be called to the attention of the Bureau by the commanding officer. Naval post offices which do not transact money-order business need not be inspected in the absence of special reasons for so doing.

(b) A daily audit of the money-order records and funds shall be made by the disbursing officer at all Naval post offices having money-order service. See article D-5311, paragraph (4).

(6) *Change of custody.*—Whenever a change of custody of postal effects takes place an audit of the postal and money order effects and funds shall be made.

(7) *Reports during suspension of service.*—When Navy mail service is suspended due to the absence of a Navy mail clerk, the temporary custodian of the postal effects shall submit the routine semimonthly reports on forms 3271 and 6972.

D-5309. NAVY MAIL CLERKS; MISCELLANEOUS.

(1) *Mail clerk relieved.* When the termination of the services of a mail clerk is of a permanent nature, every effort should be made to expedite all papers requisite for the designation of his relief. Should such termination of service be foreseen, as in case of expiration of enlistment, the bureau will act on the commanding officer's letter of nomination of a relief at any time up to 30 days prior to such relief becoming effective. Attention is invited to the necessity of appointing a commissioned officer (if there be no bonded assistant Navy mail clerk) to take temporary custody of the postal records, funds, and equipment pending official designation of the relief.

(2) *Unauthorized absence.*—In case of the unauthorized absence of a Navy mail clerk from his ship or station, the records and accounts of the post office shall be checked up within 24 hours and the condition of all postal funds verified. Report of the circumstances will be made to the Bureau by dispatch in addition to the mailing of the required straggler's report.

(3) *Leave.*—When a Navy mail clerk or assistant is to be absent from his duties for a longer period than that defined by his ordinary liberty, the records, funds, and equipment in his custody will be duly accounted for to a commissioned officer, who will sign custody receipt therefor to the commanding officer. In case there is another bonded mail clerk or assistant attached to the ship or station, he may perform these duties in lieu of a commissioned officer.

(4) *Discontinuance of service.*—The Navy mail clerk of a ship or station being decommissioned, or whose mail clerk service is being discontinued, shall obtain the necessary registration receipts, and the commanding officer shall have the dates and numbers of these receipts entered in the log of the ship or station.

In the case of a ship or foreign shore station being decommissioned either with bonded mail clerk service or with unbonded mail orderly service, particular care shall be taken that the postage stamped paper, postal and money-order funds, blank money-order forms, records of registered, insured, and special-delivery mail received by or dispatched from the command, and other postal effects, including iron lock and rotary lock keys held by the Navy mail clerk and assistant, shall be sent in a sealed package by registered mail officially registered to the postmaster, New York, N. Y., the postal funds to be remitted by Navy paymaster's check as well as the money-order funds, which shall be accompanied with Form 6021. The records and supplies, including locks and keys, shall also be officially registered. An itemized list shall also accompany the records and supplies. The same procedure should be followed when a domestic shore station is decommissioned and mail clerk service is discontinued, with the exception of the transmittal of funds, records, and supplies, which will be made to the postmaster of the post office to which the station is attached.

The Bureau will be notified in advance of the proposed discontinuance of postal service aboard naval vessels. Commanding officers will take the necessary action to insure that the disposition of all postal supplies, including obsolete records, is made under the supervision of a commissioned officer, and will notify the bureau of the general condition of the postal records, funds, and equipment, and of the name of the supervising officer. Official request for the revocation of the appointment of the Navy mail clerk or clerks will be made upon receipt of the effective date of discontinuance of service.

(5) *Postal funds.*—It is left to the discretion of commanding officers of ships as to how large a sum of postal funds the Navy mail clerks should be allowed to accumulate. This sum, however, should not exceed \$500 for first rate ships and aircraft carriers and \$200 for all other classes of ships. All funds above the amount designated by the commanding officer shall be deposited with the

disbursing officer of the ship for safe-keeping, to be available for withdrawal as occasion may demand.

(6) *Stamps*.—Navy mail clerks shall keep on hand for sale an adequate supply of postage stamps and other stamped paper. The postmaster, New York, N. Y., shall issue to clerks on naval vessels and at foreign shore stations an initial supply of postage stamped paper, the amount issued to be fixed by the postmaster, not exceeding the amount of their bonds. The postmaster shall take receipts for stamped paper so issued and shall account for it as stock on hand. Subsequent stamp supplies shall be secured, when the vessel is in United States waters, of the nearest post office and paid for from the proceeds of sales of earlier supplies. When the vessel is in foreign waters, the Navy mail clerk shall draw requisition upon the postmaster at New York, N. Y., for such stamped paper as may be needed. At the same time the amount of the requisition shall be remitted to the postmaster at New York, by means of a United States Treasury check. When a foreign cruise is contemplated, request for additional stamp credit, if necessary, should be made through the commanding officer to the postmaster at New York. The initial and subsequent supply of postage stamped paper is issued to Navy mail clerks at domestic shore stations by the postmaster at which office the station is a branch. Postage stamped paper will not be issued to a Navy mail clerk until bond has been approved and accepted by the Post Office Department. Stamp credits are issued by the Postmaster at New York in the amount of \$50 or multiples thereof. Where requests for odd amounts are made, the Postmaster at New York may increase or reduce the amounts so that the credits issued will be \$50 or multiples thereof. Commanding officers and Navy mail clerks will be guided accordingly when submitting requests for stamp stock.

(7) *Insured parcel post*.—When an insured parcel is lost, rifled, or damaged and a claim for indemnity is made, the sender shall be required to file an affidavit on Form 3812 (formal application for indemnity for insured and C. O. D. parcels), which should be executed before the commanding officer of the vessel, the signature of the commanding officer over his title, and his seal, if he has one, being affixed thereto. (See sec. 1389 P. L. and R.) The affidavit should show the contents of the parcel, the value thereof, the manner in which the parcel was packed, and to whom indemnity should be paid. The Navy mail clerk at the place where the parcel was mailed shall certify on the form as to the mailing of the parcel, the number, date of mailing, amount of insurance fee and postage paid, and names and addresses of the sender and addressee and in cases of loss or rifling that report on Form 1510 or otherwise has been made to the chief inspector. The Form 3812 shall then be forwarded to the postmaster or Navy mail clerk at the office of address, who, in claims involving the alleged loss of parcels, shall certify whether he has record of the delivery of the parcel. The addressee shall be required to make affidavit on the form showing whether the parcel has been received or as to its contents and conditions, if rifled or damaged, as may be appropriate.

(8) *Registered mail lost*.—All complaints regarding the loss of or depredation upon registered mail should be made on Form 1510 to the chief inspector, Post Office Department, for investigation. In making reports of this character to the chief inspector full particulars, including the description of the article involved, should be given. In cases where indemnity is claimed, both Form 1510 and indemnity Form 565 should be used to save time and expedite the consideration of the payment of indemnity. If the complaint relates to the loss of or depredation upon mail which was registered on board United States naval vessels, the "Statement to be made by the mailing postmaster" on Form 565 should be made by the Navy mail clerk or assistant, the postmarking stamp

of the vessel affixed thereto, and the affidavit of the sender should be taken before the commanding officer of the vessel, the signature of the commanding officer over his title, and his seal, if he has one, being affixed thereto. If the complaint relates to the loss of or depredation upon mail received for delivery on board United States naval vessels, the addressee's (or owner's) affidavit on Form 565 should likewise be made before the commanding officer of the vessel, the signature of the commanding officer over his title, and his seal, if he has one, being affixed thereto. If the commanding officer has no seal, the postmark of the vessel will be sufficient. In this connection see sections 813, 814, 816, 1367, and 2234, P. L. and R.

(9) *Weights of foreign mails.*—Pursuant to advice from the Post Office Department, it is directed that the following procedure in ascertaining and reporting the weights of mails dispatched by naval vessels abroad to the United States be complied with. When mails are delivered direct to a steamer not having a United States sea-post clerk on board for conveyance to ports other than to those in the United States, the weights of these mails should be reported direct to the United States Post Office Department, Division of International Postal Service. It is necessary that this be done in order that payment may be made to the steamship company concerned. The reverse side of one of the labels of each dispatch of mails shall be marked to indicate the weights of letters and post cards contained in the entire consignment as one item, and of the "other articles" as a separate item. The weights shall be the net weights and shall not include that of the sack or sacks employed. To insure uniformity the statement shall appear as follows:

Weights of this dispatch ----- sacks. Letters and post cards -----
pounds; other articles ----- pounds

(10) *Mails through Cuba.*—

(a) The following instructions shall be observed in connection with registered, insured, and ordinary first-class letter mail exchanged through Cuba between points in the United States and United States naval vessels in Guantanamo Bay, Cuba, and c. o. d. mail addressed for delivery through the naval station at Guantanamo Bay:

- (1) All registered, insured, c. o. d., and ordinary first-class letter mail dispatched from the Miami or Tampa post offices to the naval station at Guantanamo Bay, Cuba, is to be dispatched under special pouches labeled to the naval station at Guantanamo Bay, instead of in the old-style reconditioned through-registered pouches, which are no longer in use. Any registered mail, insured parcels, or ordinary first-class letter mail dispatched by the naval station at Guantanamo Bay, Cuba, to Jacksonville and Key West R. P. O. (railway post office) is also to be sent under cover of the special pouches. The special pouches will therefore always be addressed to the Jacksonville and Key West R. P. O. on the north-bound trip and to the naval station at Guantanamo Bay on the south-bound trip, and they shall be closed with rotary locks.
- (2) All registered articles for dispatch to points in the United States via Florida, mailed on board naval vessels in Guantanamo Bay, shall be inclosed in a paper jacket or jackets, when of a form and size making inclosure in a registered paper jacket possible, addressed to Jacksonville and Key West R. P. O. The jackets (and any registered articles too large for inclosure in a jacket) shall be delivered by the Navy mail clerk or assistant Navy mail clerk.

as hand pieces to the Navy mail clerk at the naval station at Guantanamo Bay, Cuba, and receipt therefor obtained at the time delivery is made.

- (3) When the quantity of insured and ordinary first-class letter mail warrants, individual vessels in the Guantanamo Bay area will make up ordinary (not special style) pouches addressed to the Jacksonville and Key West R. P. O. and locked with ordinary iron locks, said pouches not to be opened in the naval station at Guantanamo Bay but to be reinclosed there in the special type of equipment, locked with rotary lock and labeled to the Jacksonville and Key West R. P. O. If the quantity is insufficient to justify pouching direct to that R. P. O., the mail shall be sent to the naval station at Guantanamo Bay for dispatch.
- (4) Insured mail sent to the naval station at Guantanamo Bay or in iron-lock pouches from United States naval vessels in Guantanamo Bay to the Jacksonville and Key West R. P. O. will not be listed or receipted for.
- (5) Registered articles originating in the United States and intended for naval vessels in Guantanamo Bay will be prepared for dispatch by and transmitted from the post office at Miami, Fla., and the post office at Tampa, Fla., to the Navy mail clerk at the naval station at Guantanamo Bay for delivery to Navy mail clerks of the ships for which the matter is intended.
- (6) All registered articles should, when of a form and size making inclosure in paper jackets possible, be inclosed when dispatched to the naval station at Guantanamo Bay in as many paper jackets as are necessary addressed to the naval vessels in Guantanamo Bay, or to the naval station at Guantanamo Bay when the number of registered articles for any particular vessel is not sufficient to warrant addressing the jacket direct to the vessel.
- (7) When the quantity of insured and ordinary first-class letter mail warrants, the Miami or Tampa post office will make up ordinary pouches, locked with iron locks, containing such mail labeled or addressed to the individual vessels, such pouches to be reinclosed in the special pouches labeled to the naval station. When the quantity of insured and ordinary first-class letter mail does not warrant making such pouches, it will be dispatched in the special pouch addressed to the naval station and locked with rotary lock, where it will be distributed and delivered to the Navy mail clerks of the vessels for which intended.
- (8) All c. o. d. parcels, whether addressed for delivery at the naval station at Guantanamo Bay or erroneously addressed to individual vessels in that area, will be dispatched in rotary lock special pouches addressed to the naval station, Guantanamo Bay, Cuba. No. c. o. d. parcels will be included in pouches labeled to vessels.

(b) The commandant of the naval station, Guantanamo Bay, and the commanding officers of vessels stationed in Cuban waters will report any cases of noncompliance with the foregoing instructions to the Bureau, in order that the Post Office Department may be informed.

(c) When Navy mail clerks on vessels stationed in Guantanamo Bay are in need of any additional supplies of registry jackets or domestic mail pouches or manifold bills, on which to list the contents of jackets or pouches, they shall make requisition therefor promptly. Requisitions for mail pouches shall

be made upon the Chief Clerk of the Railway Mail Service at Jacksonville, Fla. The special pouches, which are also kept in storage by the Chief Clerk, Railway Mail Service, at Jacksonville, will be furnished only to the Tampa post office, the Miami post office, and the naval station at Guantanamo Bay.

(11) *Hours of service.*—The commanding officer shall prescribe the hours during which the naval post office shall be open for business. Post offices on vessels, regardless of whether the vessel is in port or at sea, shall be open each business day for the acceptance of mail matter, sale of postage, and the issuance and payment of money orders when such service is authorized, except when, in the discretion of the commanding officer, the issuance and payment of money orders on Sunday or a holiday are considered desirable.

D-5310. MAIL CLERKS; INSTRUCTIONS REGARDING OPERATION OF POST OFFICES.

(1) Commanding officers will require mail clerks and assistant mail clerks where applicable to comply with the following instructions:

- (a) Under no circumstances will he mingle official with other funds.
- (b) He shall not accept deposits of money or other articles for safe-keeping nor permit his assistant to do so.
- (c) He shall not conduct any business on board ship, take orders or act as agent for any business, sell papers, or receive any money except in connection with his duties in the Postal Service.
- (d) He shall allow no other persons in the post office at any time except regularly designated assistants and authorized inspecting officers.
- (e) He shall have but one key to the post office in his possession. But one other key is allowed, a duplicate, to be kept in the safe of the executive officer, sealed in a container.
- (f) He shall keep the post office locked at all times when he is absent.
- (g) He shall divulge the combination of the post-office safe to no one, nor shall he give to anyone a memorandum, sealed or otherwise, of the combination numbers or arrangement, except to commanding officer.
- (h) All currency, stamps, registered and insured mail, and other items of value shall be kept locked in the post-office safe. No articles of any value shall be left outside the safe in the absence of the mail clerk from the post office.
- (i) He shall personally handle all registered and insured mail and other articles of value or require their handling by a bonded assistant only.
- (j) All mail and other business of the post office shall be promptly dispatched. Mail that cannot be delivered will be brought to the attention of the commanding officer or other officer designated.
- (k) Every piece of mail matter returned as undeliverable should bear upon its face notation or stamp indicating the reason for its return, such as "Refused," "Unknown," "Deceased," "Address incomplete," "Removed, present address unknown," be marked "Return to writer," and bear an impression of a postmark showing the date of return. The notation "Unclaimed" should not be used if a more definite reason for nondelivery can be given. The original address should be canceled by drawing a line through such address, but must not be obliterated or rendered illegible.
- (l) He must be kept informed of all transfers, discharges, and similar separations from the command, so that mail may be promptly forwarded to the new address. Men on leave may have their mail

forwarded should they so request. Mail for a man on leave should be held for him until he returns or is declared a deserter.

- (m) He shall report to the commanding officer all delays in making reports or returns, in handling mail, or in the conduct of the office, with the reason therefor.
- (n) He shall permit no articles not necessary to the conduct of the office to be stowed in the post office at any time.
- (o) He shall see that every article of registered mail handled is properly recorded, receipts given and obtained, and the registry records systematically filed for future reference.
- (p) He shall promptly sign, postmark, date, and return to the United States post office from which received all registry coupons dispatched to naval vessels or stations.
- (q) He shall comply with all the requirements of article 2064, Navy Regulations, 1920, relating to the handling of mail, and the accounting of naval-communication service funds to the director of naval communications in accordance with accounting instructions issued by that office.
- (r) He shall comply with the postal requirements contained in the pamphlet "The Navy Mail Service, Edition of 1938."

(2) The commanding officer of a vessel or station to which no mail clerk is assigned shall require the mail orderly or other responsible person to comply with the provisions of paragraphs (l), (n), and (o) of this article.

(3) *Communication service.*—The mail clerk may be designated the custodian of naval communication funds. His detailed duties in this connection are outlined in the United States Navy Regulations and in the communication instructions. In the event that the mail clerk is so designated he will be required to execute bond form N. J. A. 110.

(4) The postal fund and account must be kept separate and distinct from the naval communication fund and account. These two funds shall not be commingled, nor mixed with personal or other funds. When inspected, each fund and the account therefor must be audited separately, and must be complete in itself, and must balance independently of the other account.

(5) *Correspondence with Post Office Department.*—All correspondence, including requisitions and routine reports, between Navy mail clerks or assistant Navy mail clerks and the Post Office Department or its representatives, shall be conducted through the commanding officer concerned.

D-5311. MONEY ORDERS.

(1) Navy mail clerks and assistants attached to naval vessels and foreign stations on which money-order service has been established and who have executed the required bond are authorized to transact money-order business, which includes the issue and payment of money orders, the keeping of necessary records, and the rendering of accounts to the postmaster at New York, N. Y.

Navy mail clerks and assistants attached to shore stations in the United States and its possessions at which money-order service has been established and who have executed the required bond are authorized to transact money-order business, which includes the issue and payment of money orders. Clerks at these stations are under the direct supervision of the postmaster to whose office they are attached. They shall requisition all supplies and make daily report to the postmaster and send therewith the application for money orders and funds received and the orders cashed at the branch.

(2) (a) *Money-order forms, how procured.*—Money-order forms for use on naval vessels and at foreign stations are supplied as needed by the postmaster at

New York, N. Y., to the commanding officer of the vessel or station on which money-order business has been established. These forms should be placed in the custody of the disbursing officer for record and issue. The Navy mail clerk will be allowed to have in his possession only the current book from which money orders are being written, except under conditions herein described. When all orders of a given book have been used, or when it is apparent that the number of forms remaining in a partially used book given to the Navy mail clerk at the beginning of the day will be insufficient for the needs of the day, the disbursing officer shall issue to the Navy mail clerk the book next following in numerical sequence, and take receipt therefor.

(b) The initial consignment of money order blanks and equipment shall be issued without requisition to the Navy mail clerk at a domestic shore station by the postmaster concerned. The Navy mail clerk shall have in his possession during the time the post office is open, only the current book from which money orders are being written. However, requisition for additional blanks shall be made on the postmaster in sufficient time to be on hand when the orders of a given book become exhausted.

(3) *Money-order funds, remittance.*—Money-order funds shall be regarded as surplus money-order funds and remitted as such.

(a) Remittances of surplus money-order funds shall be made daily when they amount to \$50 or more. To avoid the inconvenience and risk of sending money through the mails, the money-order cash should be exchanged for United States Treasury checks in favor of the postmaster at New York, N. Y., and the checks, together with any paid money orders on hand, sent to New York with the usual remittance letter, Form 6021, by registered mail, the envelop to be marked "Money-order funds" in the lower left-hand corner. The remittance letter should be accompanied with a list on Form 6927 of the paid money orders, the total amount of this list being transferred to the remittance letter. In describing a United States Treasury check, the date, serial and symbol numbers, as well as the amount, should appear on the remittance letter.

(b) The counting of remittances by a Navy mail clerk shall be witnessed by the disbursing officer or, in his absence, by the pay clerk, and name of witness signed to remittance letter.

(c) If for any reason, other than lack of mail service, remittance cannot be made daily as required by these instructions, the Navy mail clerk shall notify the Postmaster, New York, N. Y., promptly through the commanding officer, stating the cause and, if possible, the probable duration of the delay. In such event, the funds shall be deposited daily with the disbursing officer, or in his absence the pay clerk, who shall issue a receipt for each deposit. A check for the entire sum shall be forwarded to the Postmaster, New York, N. Y., in the usual manner by the first registered mail available.

(d) Credit should not be taken for the amount of a remittance until the receipt of a certificate of deposit from the postmaster at New York, N. Y., is received. Pending the arrival of the certificate, the remittance shall be carried as part of the balance on hand. (See sec. 1194, P. L. and R.)

(4) *Daily audit.*—

(a) Commanding officers shall prescribe the hours during which money orders may be written. At the close of business each day, whether any money order business has been transacted or not, the Navy

mail clerk shall submit to the disbursing officer the unused money order blanks, the money order funds consisting of cash on hand and paid money orders, and his daily statement. After the daily statement is submitted to the disbursing officer, no further money order business shall be transacted on that day without authority from the commanding officer, who is permitted to use his discretion when unexpected conditions arise. The unused money order blanks shall be retained by the disbursing officer until needed on the next business day.

- (b) If the sum of the cash and money orders carried as cash amounts to \$50 or more, the disbursing officer shall issue a United States Treasury check drawn in favor of the Postmaster, New York, N. Y., for the amount deposited, such check to be endorsed "Remittance—exchange for cash." In no instance shall the money order funds be remitted in cash.
- (c) If the money-order cash and the paid money orders submitted to the disbursing officer amount to less than \$50.00, they shall be returned to the Navy mail clerk, who shall retain them until there is a sufficient balance on hand to remit, when a check shall be issued as provided above.

(5) *Discontinuance*.—It is of the utmost importance to promptly inform the Third Assistant Postmaster General (Division of Money Orders) and the postmaster, New York City, when for any reason money-order service is suspended or discontinued on ships or foreign shore stations.

(6) *Marine Corps*.—The Marine Corps Manual will designate for Marine Corps organizations the officer charged with the duties herein assigned to the disbursing officer.

D-5312. QUALIFICATIONS FOR EXTRA COMPENSATION FOR USE OF ARMS.

(1) Enlisted men of the Navy who have established their special qualifications in the use of the arm or arms which they may be required to use, according to standards of efficiency that may be prescribed from time to time by the Secretary of the Navy, and who are so stationed by their commanding officers that they may be required to use such arm or arms, including periods while transferred for temporary duty away from the ship to which permanently attached (provided the commanding officer of the ship to which they are permanently attached has retained them in the battle stations where they normally use such arm or arms), shall receive additional compensation, for such periods of time as may be prescribed by the Secretary of the Navy, as follows:

- (a) First class----- \$5.00

Spotters and rangekeeper operators, first class.
 Gun pointers, first class.
 Gun director pointers, first class (pointers, trainers).
 Gun range-finder operators.
 Gun captains, first class.
 Torpedo data computer operators, first class.
 Master horizontal bomber.
 Aircraft machine gunner, first class.
 Sound operators (except rated Soundmen).
 Radar operators (except rated Radarmen).

- (b) Second class----- 4.00

Gun pointers, second class.
 Gun director pointers, second class (pointers, trainers).

(c) Third class.....	3.00
Rangekeeper operators, second class.	
Gun captains, second class (nonrated men).	
Gun director pointers (levelers), first class.	
Gun director pointers (cross levelers), first class.	
Expert riflemen.	
Expert pistol shot, except that no man may draw extra compensation for both a rifle and a pistol qualification.	
Horizontal bomber, first class.	
(d) Fourth class.....	\$2.00
Gun captains, second class (rated men).	
Gun director pointers (sight setters), first and second class.	
Gun director pointers (levelers), second class.	
Gun director pointers (cross levelers), second class.	
Aircraft machine gunner, second class.	
(e) Fifth class.....	1.00
Rifle sharpshooters.	

(2) Extra compensation, as provided for in paragraph (1) above and as restricted by article D-5322, shall be paid enlisted men who are qualified and assigned battle stations in accordance with the detailed instructions covering their individual types of qualifications. The payment of extra compensation for qualification in the use of arms is authorized for all types of naval vessels and airplanes in commission having the specific types of installations for which qualifications are allowed, such as guns, gun directors, gun range finders, rangekeepers, aircraft flexible machine guns and bombsights, etc., and for which annual target practices are regularly prescribed by the Chief of Naval Operations. Payment of extra compensation may be cancelled or temporarily suspended from time to time by the Secretary of the Navy in certain cases where such procedure may be deemed necessary.

(3) The articles immediately following outline the general qualifications required of enlisted men for this extra compensation. In cases where standards of performance on target practices are a requirement, the qualifications may vary from time to time as may be prescribed by current orders by the Chief of Naval Operations.

(4) Qualification examinations are required for all gunnery details except in the case of gun pointers, first and second class; aircraft machine gunners, first and second class; horizontal bombers, first class; expert riflemen; rifle sharpshooters and expert pistol shots. These examinations shall be conducted by a board composed of three commissioned officers appointed by the commanding officer. Examinations shall be thorough and shall cover each item listed under the qualification requirements.

(5) It may happen that an enlisted man who has qualified under one set of requirements is not eligible to reestablish his qualifications under later instructions from competent authority. In such cases the commanding officer shall, as of a certain date, relieve the man from his station at such arm or arms, whereupon his extra compensation ceases.

(6) Any enlisted man reenlisting in the Navy is entitled to extra compensation for small arms qualifications under the qualification he was holding at date of discharge.

D-5313. QUALIFICATIONS FOR GUN POINTERS AND AIRCRAFT MACHINE GUNNERS.

(1) Enlisted men will be qualified as gun pointers, first and second class, in accordance with current standards of performance on target practices as prescribed by the Chief of Naval Operations.

(2) Enlisted men will be qualified as aircraft machine gunners, first and second class, in accordance with current standards as prescribed by the Chief of Naval Operations.

(3) Qualifications of gun pointers and aircraft machine gunners will be continued for a period of 2 years from the date of the practice at which qualified, provided they are so stationed by their commanding officers that they may be required to operate a gun of the type at which qualified and no opportunity is afforded to qualify again during this period. Should an opportunity again to qualify occur during the period of 2 years, such qualification shall cease, and the new qualification will be awarded upon the results of the succeeding practice or practices. For the purpose of this paragraph there are five types of guns, viz: (1) turret including 8-inch, 6-inch, and 5-inch multiple mounts; (2) broadside; (3) antiaircraft; (4) heavy and light machine guns or mounts (antiaircraft); and, (5) aircraft flexible machine guns.

(4) Not more than two sets of pointers assigned to any turret or to any broadside, antiaircraft, heavy or light antiaircraft machine gun or mount shall be entitled to extra compensation as gun pointer.

(5) Not more than one aircraft machine gunner assigned to an aircraft flexible machine-gun mount of a plane in an organized aircraft squadron shall be entitled to extra compensation as an aircraft machine gunner.

(6) In order that men who have qualified as gun pointers and aircraft machine gunners on a gun which may have been replaced by a gun of different type may not lose their qualification thereby, qualifications of gun pointers and aircraft machine gunners will be continued as directed in paragraph 3, provided:

(a) That the man is similarly stationed at the new gun or mount.

(b) That the new gun or mount falls within one of the categories listed in paragraph (3).

(7) Physical requirements for aircraft machine gunners, additional to those prescribed in the Manual for the Medical Department, shall be:

(a) Maximum weight, 160 pounds.

(b) Maximum height, 5 feet 10 inches.

(c) Must have clear diction for normal spoken voice.

(d) Must have no defect of hearing that is sufficient to interfere with radio perception.

Commanding officers of operating units may waive the above height and weight requirements when conditions and type of aircraft, particularly those equipped with hand-operated heavy-caliber waist guns, dictate the desirability of utilizing men whose weight and height exceed the prescribed limits.

Appropriate entry to be made in service and health records of men found physically qualified and who are recommended as fitted and adapted for aircraft machine gunner training. Height and weight requirements as prescribed in (a) and (b) above are waived in the case of lighter-than-air personnel, inasmuch as no need exists in the lighter-than-air organization for restrictions as to height and weight of aircraft machine gunners.

Only volunteers shall be considered available for duty as aircraft machine gunners.

D-5314. QUALIFICATIONS FOR GUN-DIRECTOR POINTERS.

(1) Enlisted men will be qualified as gun-director pointers, first and second class, in accordance with instructions outlined in this article.

(2) Gun director pointers include the following personnel, where applicable, for all type gun directors:

Director pointer.

Director sight setter.

Director trainer.

Director leveler.

Director cross leveler.

(3) Qualification examinations for gun-director pointers shall be conducted in accordance with article D-5312 (4) and shall include the following:

- (a) Care and upkeep of directors.
- (b) The synchronism of the director system.
- (c) The operation and adjustment of directors.
- (d) A general knowledge of the director system and fire-control communication.
- (e) An accuracy test by use of director dotter or check telescope.
- (f) Vision test.
- (g) In case a director pointer fires any form of director practice during the current gunnery year, his performance shall be given full consideration in determining his qualification.

(4) The board shall report to the convening authority the names of the candidates considered qualified as gun-director pointers, first class or second class, and those whom it considers not qualified.

(5) To be qualified as a gun-director pointer, first class, the candidate must obtain a mark of 3 or more on a scale of 4 on his examination. To be qualified as a gun-director pointer, second class, the candidate must obtain a mark of 2.5 or more. A copy of this report shall be forwarded to the officer responsible for the ship's schedule.

(6) Duly qualified gun-director pointers are entitled to extra compensation as set forth in article D-5312 (1), as restricted by article D-5322, provided they are so stationed by their commanding officers that they may be required to operate a gun director of the type at which qualified. Qualification shall be considered as effective for a period of 1 year from date of examination or until date of another examination within the qualification year. No man shall be examined for qualification as gun-director pointer within three months of his last examination. One set of director pointers shall be allowed for each gun director, except on ships equipped with only one director, in which case two sets of director pointers shall be allowed.

(7) Extra compensation for qualified gun-director operators is authorized for directors as follows: Main battery, secondary battery, antiaircraft battery, heavy and light antiaircraft machine gun batteries.

D-5315. QUALIFICATIONS FOR GUN RANGE-FINDER OPERATORS.

(1) Enlisted men will be qualified as gun range-finder operators in accordance with instructions outlined in this article.

(2) Qualification examination for gun range finder operators shall be conducted in accordance with article D-5312 (4) and shall include the following:

- (a) Familiarity with the general construction of range finders.
- (b) Thorough knowledge of care and upkeep of range finders.
- (c) Knowledge of the methods of keeping range finders in adjustment.
- (d) Know how to calibrate.
- (e) Know how to determine range-finder correction.
- (f) Ability to keep range-finder log.
- (g) Pass on acuity test.
- (h) Pass a practical examination and drill at the range finder in adjustments and rangekeeping.
- (i) The board shall inspect the range finder at which the man is stationed and examine it as to adjustment, errors, care, and upkeep, and assign a mark thereon that is to be combined with the marks on other subjects of the examination.

(3) Qualifications for gun range-finder operators will be continued for a period of 1 year from date of examination, provided they are so stationed by their commanding officers that they may be required to operate a gun range finder of the type at which qualified. Not more than two operators for each range finder that would be required for range finding in battle may qualify for the extra compensation provided in article D-5312 (1) as restricted by article D-5322, except that destroyers which have but one fire-control range finder may qualify and pay extra compensation to four enlisted range finder operators in addition to enlisted spotter for director of which range finder is part.

D-5316. QUALIFICATIONS FOR ENLISTED SPOTTERS.

(1) Enlisted men will be qualified as spotters in accordance with instructions outlined in this article.

(2) Qualification examination shall be conducted in accordance with article D-5312 (4) and shall include the following:

(a) At time of first detail, at least 2 years' naval service, and at least 3 years to serve, candidate agreeing to extend or reenlist if necessary for this purpose.

If after agreeing to extend his enlistment to meet these requirements, the enlisted man is assigned some other battle station, the commanding officer is authorized to cancel his agreement to extend his enlistment upon his request.

(b) Normal eyesight and hearing, mental alertness, clear speech, and calmness under stress.

(c) Understand the various methods of spotting, and the current spotting doctrine for own type of ship and battery. Be able to apply the current doctrine or any required spotting method to problems on the spotting board.

(d) Demonstrate by actual performance a satisfactory degree of proficiency in spotting ability, including ability to estimate target angles, target speed, and ranges, and to report, describe, and designate targets correctly.

(e) Possess a sound working knowledge of the fire-control installation, organization and general duties of entire fire-control party, and fire-control procedures to be followed in day and night engagements.

(f) Understand in general the effect of changes in own and target course and speed.

(g) Possess a good working knowledge of the basic definitions and terms pertaining to gunfire for the type of battery for which qualified.

(h) If to serve as spotter-range taker, qualify as range-finder operator in accordance with article D-5315.

(i) Understand control of star-shell fire.

(3) In addition to fulfilling the requirements listed above, spotters of anti-aircraft or dual-purpose batteries shall possess a good knowledge of similar elements of anti-aircraft gunnery. In particular they shall:

(a) Be familiar with different types of aircraft, and their modes of attack.

(b) Understand the three coordinates of antiaircraft fire, and the effects of errors or spots in each coordinate.

(c) Have a good knowledge of the antiaircraft fire-control problem as applied to the various types of aircraft attack.

(4) Qualifications of spotters will be effective upon passing a satisfactory examination and will continue until terminated, for cause, by order of the commanding officer. Expiration of enlistment or transfer will not be considered sufficient cause for termination of qualification, but extra compensation will not be paid unless the man is actually assigned a battle station as spotter.

(5) The extra compensation provided in article D-5312 (1), as restricted by article D-5322, shall be paid enlisted spotters qualified in accordance with this article and assigned to spot for 5-inch, 4-inch, 3-inch, and 1.1-inch caliber batteries. The number of spotters so assigned to any battery shall not exceed the number of group control stations for the battery. For ships equipped with 1.1-inch directors, extra compensation for one qualified spotter per director is authorized.

(6) In case of spotters who are also qualified and stationed as range finder operators, article D-5322 applies.

D-5317. QUALIFICATIONS FOR ENLISTED RANGEKEEPER OPERATORS.

(1) Enlisted men will be qualified as rangekeeper operators in accordance with instructions outlined in this article.

(2) Qualification examination shall be conducted in accordance with article D-5312 (4) and shall consist of the following:

- (a) At time of first detail, at least 3 years to serve, candidate agreeing to extend or re-enlist if necessary for this purpose. If after agreeing to extend his enlistment to meet these requirements, the enlisted man is assigned some other battle station, the commanding officer is authorized to cancel his agreement to extend his enlistment upon his request.
- (b) Normal hearing, mental alertness, and calmness under stress.
For rangekeeper operators, second class.
- (c) A thorough knowledge of the basic definitions and terms used in gunnery and their application to the fire-control problem.
- (d) Demonstrate general understanding of rangekeepers and function thereof.
- (e) Demonstrate detailed knowledge of meaning and use of each input and output of own rangekeeper, and source, meaning, and mutual effect of each.
- (f) Understand the purpose of the gun ballistic correction and know what elements thereof are solved automatically by the rangekeeper.
- (g) Possess a sound working knowledge of the fire-control installation, organization, and general duties of the entire fire-control party, and fire-control procedures to be followed in day and night engagements.
- (h) Understand thoroughly the duties of the spotter and their relation to rangekeeping, particularly with regard to application of spots and avoidance of pyramiding.
- (i) Possess a general knowledge of the basic mechanisms of his rangekeeper and a general understanding of its care, upkeep, and tests.
- (j) Demonstrate ability to operate a rangekeeper of the nontransmitting type or to assist in the operation of the transmitting type.

For rangekeeper operators, first class, same as for second class, and in addition:

- (k) Knowledge of the electrical features of the transmitting type of rangekeeper.
- (l) Demonstrate ability to operate a transmitting type of rangekeeper for day and night action, including antiaircraft firing where applicable.

(3) The extra compensation provided in article D-5312 (1), as restricted by article D-5322, shall be paid enlisted rangekeeper operators, qualified in accordance with this article, and assigned as follows:

- (a) First class, operators (not more than one per rangekeeper) of transmitting-type rangekeepers. A man assigned to assist an officer operator on this type of rangekeeper will be considered an operator himself.
- (b) Second class, operators (not more than one per rangekeeper) of nontransmitting-type rangekeepers. These men must be assigned actually to operate the rangekeeper, not to assist an officer operator. The rangekeepers referred to herein are those permanently installed in regular control stations and turrets but do not include rangekeepers installed in improvised control stations.
- (4) Such qualification will be effective upon passing a satisfactory examination, and will continue until terminated, for cause, by order of the commanding officer. Expiration of enlistment or transfer will not be considered sufficient cause for termination of qualification, but extra compensation will not be paid unless the man is actually assigned a battle station as rangekeeper operator.

D-5318. QUALIFICATIONS FOR GUN CAPTAINS.

(1) Enlisted men will be qualified as gun captains, second class, in accordance with instructions outlined in this article.

(2) Qualification examination shall be conducted in accordance with article D-5312 (4) and shall consist of the following:

- (a) Ability to station and drill the gun crew.
 - (b) Know the safety precautions to be observed in the service of the gun and of the method of procedure in case of a failure to fire.
 - (c) Ability to boresight the gun and adjust the telescope.
 - (d) Familiarity with the telescope sights of the gun, including their care, the precautions to be observed in their use, and their most probable derangements.
 - (e) Ability to shift and adjust the gas-check pad and breech mechanism.
 - (f) Have a practical understanding of the general terms used in ordnance and gunnery.
 - (g) Thorough familiarity with the mount and ability to adjust such parts as require adjusting from time to time.
 - (h) Know how properly to direct the changes to be made in the range and lateral compensation in order to make hits again after shots have begun to fall off the target.
 - (i) Knowledge of the firing circuit, with ability to detect and remedy local defects.
 - (j) Method of receiving ranges and battle orders.
 - (k) Ability to rig and adjust subcaliber, and ex-caliber, and superintend the training at them.
 - (l) General knowledge of fire-control instruments at his gun, including care, operation, and alinement of instruments.
- (3) A report signed by all the members of the examining board shall be made to the commanding officer of a vessel to which the candidate is attached. This report will include individual marks for each subject above, together with a certificate that the candidate is considered qualified for the duties of gun captain. Similar report should be made of those who are found not qualified. The report of the board shall be filed in the man's service record.

- (4) (a) Gun captains, second class, are those who are qualified in accordance with the foregoing paragraphs, and detailed as gun captain of an individual gun of a caliber not less than 3-inch or as gun captain of a multiple-barrel gun mount of a caliber greater than 1-inch. Gun captains, second class, are entitled to different rates of extra compensation, depending on whether they are nonrated men or petty officers.
- (b) Gun captains, first class, are those who are qualified in accordance with the foregoing paragraphs and whose guns attain the standard of performance currently prescribed by the Chief of Naval Operations.
- (5) (a) The qualification of a gun captain, second class, is permanent, provided he is stationed by his commanding officer as gun captain of a gun of the type at which qualified.
- (b) The qualification of a gun captain, first class, will be continued for a period of 2 years from the date of the practice at which qualified under the same conditions as are prescribed for gun pointer in article D-5313 (3).
- (c) If the arrangement of the ship's battery is such as to render necessary the detail of one gun captain to a group of guns, a regular gun captain may be detailed as gun captain of the group, permitting an acting gun captain to relieve him at his own gun. In no case will the number of men on board entitled to extra compensation provided by article D-5312 (1) exceed the number of guns of 3-inch caliber and above on that vessel, plus the number of multiple-barrel guns of a caliber greater than 1-inch, but for each double purpose or antiaircraft gun (3-inch or larger) and multiple mount of greater than 1-inch caliber, two gun captains are authorized.
- (d) Details as acting gun captain may be made in order that desirable men may have actual experience prior to an examination but this detail without examination does not entitle such men to extra compensation.
- (6) In order that men who have qualified as gun captains, first class, on a gun which may have been replaced by a gun of different type may not lose their qualification thereby, qualifications of gun captains, first class, will continue as in paragraph 5 (b), provided:
- (a) That the man is similarly stationed at the new gun or mount.
- (b) That the new gun or mount falls within one of the categories listed in paragraph (4) (a).
- (c) Qualifications are reestablished in accordance with paragraphs (2) and (3).
- Gun captains, second class, must requalify in accordance with paragraphs (1), (2) and (3) of this article.

D-5319. QUALIFICATIONS FOR TORPEDO DATA COMPUTER OPERATORS.

- (1) Enlisted men will be qualified as torpedo data computer operators, first class, in accordance with instructions outlined in this article.
- (2) Qualification examination shall be conducted in accordance with article D-5312 (4) and shall consist of the following:
- (a) At time of first detail, at least three years to serve, candidate agreeing to extend or reenlist if necessary for this purpose. If after agreeing to extend his enlistment to meet these requirements, the enlisted man is assigned some other battle station, the commanding officer is authorized to cancel his agreement to extend his enlistment upon his request.

- (b) Have served at least 6 months in a submarine equipped with a torpedo data computer.
- (c) Normal hearing, mental alertness, and calmness under stress.
- (d) A thorough knowledge of the basic definitions and terms used in submarine torpedo fire control and their application to the fire control problem.
- (e) Demonstration of ability in maintenance and upkeep of the torpedo data computer and fire control system.
- (f) Demonstrate detailed knowledge of meaning and use of each input and output of the T. D. C. and source, meaning and mutual effect of each.
- (g) Possess a thorough knowledge of the fire control-installation organization and duties of the entire fire control party, and procedures to be followed in day and night engagements.
- (h) Possess a thorough knowledge of the mechanics of the T. D. C. and fire-control system and a thorough understanding of its care, upkeep and tests.
- (i) Demonstrate ability to relieve the officer operator under all conditions of operation of the fire control system including the use of the Mark VI angle solver, submarine attack course finder and the various tables, curves, etc., which are provided for use in event all or part of the primary torpedo fire control system is disabled.
- (j) Be capable of setting up a problem and operating the attack teacher.
- (k) Understand the uses of the various types of spreads and various methods of application.
- (l) A working knowledge of the performance characteristics of torpedoes including speeds at various speed and depth settings, tactical data for straight and curved shots, latitude and deflection errors and the ability to extract information from torpedo record books.
- (m) Knowledge of the advantages and disadvantages of straight and angle fire and the effect of range errors with curved shots.
- (n) Be familiar with type doctrine and procedure insofar as it applies to torpedo attack.

(3) The extra compensation provided in article D-5312 (1), as restricted by article D-5322, shall be paid enlisted torpedo data computer operators qualified in accordance with this article and assigned to assist an officer operator in a submarine equipped with a computer. Not more than one enlisted torpedo data computer operator will be allowed in each submarine so equipped.

(4) Qualification will be effective upon passing satisfactory examination, and will continue until terminated for cause by order of the commanding officer. Expiration of enlistment or transfer will not be considered sufficient cause for termination of qualification, but extra compensation will not be paid unless the man is actually assigned as provided in paragraph (3) above.

D-5320. QUALIFICATIONS FOR EXPERT RIFLEMEN, RIFLE SHARPSHOOTERS, AND EXPERT PISTOL SHOTS.

(1) Enlisted men shall be qualified as expert riflemen, rifle sharpshooters, and expert pistol shots in accordance with the instructions contained in current Landing Force Manual. They shall hold their qualification with the respective arm for 1 year from date of completion of the record firing on which they qualified, unless within that year they shall again fire for qualification with that arm. In the latter case they shall be qualified with that arm as a result

of the score attained on their second firing and shall hold such qualification for 1 year from date of completion of that record firing, unless sooner requalified.

(2) Enlisted men of the Navy, with the exception of hospital corpsmen, are considered as being so stationed that they may be required to use the rifle. All enlisted men of the Navy are considered as being so stationed that they may be required to use the pistol. Hospital corpsmen in the landing force may be armed with the pistol for self-defense, but it is not contemplated that they will be armed with the rifle and, therefore, they are not entitled to extra compensation for qualification in this arm.

D-5321. QUALIFICATIONS FOR HORIZONTAL BOMBERS, AND AIR BOMBERS.

(1) Enlisted men will be qualified as master horizontal bombers and horizontal bombers, first class, in accordance with current standards of performance on target practices as prescribed by the Chief of Naval Operations subject to the following additional qualifications for a master horizontal bomber:

- (a) Shall be examined by a board appointed by the type commander in his ability to maintain the bombsight and SBAE and in his general knowledge of the bombsight and SBAE electrical wiring circuit in the airplane.
- (b) The bomber must obtain a mark of 3.5 or more on a scale of 4 on the above examination.
- (c) Must have normal vision.

(2) The squadron commander will recommend a man to be designated as master horizontal bomber only upon satisfactorily passing the prescribed examination after attaining the prescribed standard of performance on specified bombing practices. The extra compensation provided in article 5312 (1) as restricted by article 5322 shall be paid as soon as the Chief of Naval Operations designates the enlisted man a master horizontal bomber.

(3) Qualifications of horizontal bombers will be continued for a period of 2 years from the date of the practice for a horizontal bomber, first class, and from the date of designation in the case of a master horizontal bomber, provided they are so stationed by their squadron commanders that they are required to operate the bombsight in the plane to which they are assigned and no opportunity is afforded to qualify again during this period. Should an opportunity occur to qualify again during the two-year period, such qualification shall cease, and the new qualification will be awarded upon the results of the succeeding practice or practices.

(4) Only one (1) qualified horizontal bomber may be assigned to each horizontal bombing airplane in an organized aircraft squadron and no others are entitled to extra compensation as horizontal bombers.

(5) The designation of "air bomber" having been established, any enlisted man qualified for master horizontal bomber, horizontal bomber, first class, or in training therefor, may be designated as an "air bomber" by the commanding officer, to fill the required allowance of air bombers under his command.

- (a) No additional compensation accrues to men holding the designation of "air bomber" except when entitled to receive extra compensation for qualification as master horizontal bomber in accordance with paragraph (2) of this article.
- (b) From time to time the Bureau will promulgate, by circular letter, special instructions regarding advancement in rating of men holding designations as Air Bomber.
- (c) On Report of Enlisted Personnel, Form B. N. P. 625, men designated as "air bombers" shall be reported opposite "air bombers" typed

under "Aviation Branch." Aviation pilots also designated as "air bombers" should be reported as "AP air bomber." Men thus reported shall not be reported opposite the rating they hold.

D-5322. QUALIFICATION IN USE OF MORE THAN ONE ARM.—When an enlisted man qualifies in the use of two arms, he is considered as entitled to extra compensation for both but his total compensation must not exceed \$5. However, no man shall receive extra compensation for both a rifle and a pistol qualification.

D-5323. QUALIFICATIONS FOR SEAMEN SIGNALMEN.

(1) Nonrated men of the seaman branch who are qualified in accordance with paragraph (2) of this article may be given the designation "seamen signalmen" in numbers not to exceed that allowed each vessel by the Bureau. When their further training in and assignment to signal duties is definitely terminated for any reason other than the existence of an excess of such qualified men on board, their designation shall be revoked. Seamen signalmen are not petty officers and should not be confused with men of the signalmen ratings. They do not receive extra compensation for this qualification, but are entitled to wear distinguishing marks during the period of their designation. Entries shall be made in a man's service record when he has been awarded this designation. When it is revoked, entry shall be made in the service record to that effect with a brief statement of the circumstances.

(2) Seamen signalmen must have the following qualifications:

- (a) Possess the equivalent of a grammar-school education.
- (b) Be able to write a clear legible hand and be above the average in spelling.
- (c) Have a good knowledge of simple procedure in visual signaling.
- (d) Be able to send and receive semaphore signals at the rate of 12 words per minute and blinker signals at the rates of 7 words of plain and 5 words of cipher text per minute.
- (e) Be able to record signals rapidly and correctly.
- (f) Be able to identify all the international flags, special flags and pennants, numeral flags and pennants, and know their short names.
- (g) Be familiar with the lead line and its uses.
- (h) Be able to identify the various types of vessels of the United States Navy.
- (i) Know the uses of and be able to operate the following:
 - (1) Engine-room telegraphs.
 - (2) Change-of-revolution indicators.
 - (3) Speed lights.
 - (4) Running and anchor lights.
 - (5) Speed cones.
- (j) Be familiar with the rank, designations, and uniforms of officers of the Army, Navy, and Coast Guard of the United States.
- (k) Be familiar with the duties of bridge personnel at "man overboard."
- (l) Be familiar with duties of bridge personnel at all emergency drills and in action.

D-5324. QUALIFICATIONS FOR SEAMEN RADIOMEN.

(1) Nonrated men of the seamen branch who are qualified in accordance with paragraph (2) of this article may be given the designation of "seamen radiomen" in numbers not to exceed that allowed each vessel by the Bureau. When their further training in and assignment to radio duties is definitely terminated for any reason other than the existence of an excess of such qualified men on board, their designation shall be revoked. Seamen radiomen are not petty officers and should not be confused with men of the radiomen ratings.

They do not receive extra compensation for this qualification, but are entitled to wear distinguishing marks during the period of their designation. Entries shall be made in a man's service record when he has been awarded this designation. When it is revoked entry shall be made in the service record to that effect with a brief statement of the circumstances.

(2) Seamen radiomen must have the following qualifications:

- (a) Possess the equivalent of a grammar-school education.
- (b) Be able to write a clear, legible hand and be above the average in spelling.
- (c) Have a good knowledge of normal procedure in radio and a working knowledge of abbreviated and commercial procedure.
- (d) Be able to send and receive messages in Continental Morse Code at the rate of 15 words per minute in plain language, plain code, and numeral groups through ordinary atmospheric and light interference on a standard receiver.
- (e) Be able to copy messages on a standard Underwood typewriter.
- (f) Have a fair knowledge of the different parts of Communication Instructions, CSP 417-E (Z Signals), and Commercial Traffic Instructions.
- (g) Be able to give a brief description of the radio direction finder.
- (h) Have a good knowledge of the proper way to adjust a standard transmitter to assigned frequency and a good knowledge of how to tune a standard receiver.
- (i) Have a rudimentary knowledge of the following:
 - (1) Magnetism and static electricity.
 - (2) Elementary electrical units.
 - (3) Application of Ohm's law.
 - (4) Care and upkeep of storage batteries.
 - (5) Motors, generators, and transformers.
 - (6) Inductance, capacity, and frequency.
 - (7) Receiving circuits and vacuum tubes.
- (j) Be familiar with the method of handling dispatches, routing, etc., on board ship.
- (k) Be familiar with the personal safety precautions and first-aid procedure in cases of electrical shock.
- (l) Be familiar with duties of radio personnel in all emergency drills and in action.

D-5325. QUALIFICATIONS FOR SEAMEN FIRE CONTROLMEN.

(1) Nonrated men of the seaman branch who are qualified in accordance with paragraph (2) below may be given the designation of "seamen fire controlmen" in numbers not to exceed that allowed each vessel by the Bureau. When their further training in and assignment to fire control or gunnery duties is definitely terminated for any reason other than the existence of an excess of such qualified men on board, their designation shall be revoked. Seamen fire controlmen are not petty officers and should not be confused with men of the fire control ratings. They do not receive extra compensation for this qualification, but are entitled to wear distinguishing marks during the period of their designation. Entries shall be made in a man's service record when he has been awarded this designation. When it is revoked, entry shall be made in the service record to that effect with a brief statement of the circumstances.

(2) Seamen fire controlmen must have the following qualifications:

- (a) Possess the equivalent of 2 years of high school education (completion of tenth grade).

- (b) Have a general classification test mark of not less than 70, a mechanical aptitude test mark of not less than 75, and an arithmetic test mark of not less than 50.
- (c) Have a general knowledge of the gunnery organization of the vessel to which attached.
- (d) Know how to operate, adjust, and care for each type of rangefinder on the ship to which attached.
- (e) Have a general knowledge of the location and uses of fire-control instruments aboard ship.
- (f) Knowledge of location of ordnance storerooms and optical, ordnance, and electrical workshops.

D-5326. PERMANENT AND TEMPORARY ADDITIONS TO PAY.

(1) In addition to increases for longevity, permanent additions to pay of enlisted men include \$2 per month for each medal of honor, distinguished service medal, or Navy cross awarded under the provisions of the act of August 7, 1942. (Note arts. A-1002, 1003, and 1004.)

(2) Temporary additions to pay of enlisted men include the following:

- (a) Five dollars per month for messmen.
- (b) Extra compensation for Navy mail clerks and assistant Navy mail clerks, as outlined in article D-5307.
- (c) Extra compensation for the use of arms, as outlined in article D-5312.
- (d) Enlisted men are entitled to an increase of 50 percent of the pay of their rating when individual flight orders have been issued, as outlined in article D-5302, and they make the required number of flights. (For detailed instructions regarding this item, see section F, "Instruction for carrying into effect the joint service pay bill," issued by the Navy Department, Bu. S. & A.)

(3) An enlisted man, who is designated a master diver, a diver, first class, or a diver, second class, in accordance with article D-5327, shall receive pay, in addition to the pay and allowances of his rating and service, in accordance with the act approved August 4, 1942, as follows:

- (a) Master divers, \$20 per month as long as designated as such and detailed or assigned to the duty of diving; plus 5 cents per foot of total depth for dives over 120 feet, or equivalent pressure, but not to exceed \$10 per month; plus \$5 per hour for each hour or fraction thereof while employed in diving in actual salvage operations in depths over 90 feet.
- (b) Divers, first class, \$15 per month as long as designated as such and detailed or assigned to the duty of diving; plus 5 cents per foot of total depth for dives over 120 feet, or equivalent pressure, but not to exceed \$15 per month; plus \$5 per hour for each hour or fraction thereof while employed in diving in actual salvage operations in depths over 90 feet.
- (c) Divers, second class, \$10 per month as long as designated as such and detailed or assigned to the duty of diving; plus 5 cents per foot of total depth for dives over 120 feet, in emergencies when permitted by the senior officer present as provided for in article D-5327 (5) but not to exceed \$20 per month; plus \$5 per hour for each hour or fraction thereof while employed in actual salvage operations in depths over 90 feet in emergencies as provided for in article D-5327 (5). This extra pay will accrue to divers, second class, only when regularly attached to a ship or station to which divers, second class,

are authorized by Bureau circular letter. The number of such divers, second class, drawing this extra pay must not exceed the number of divers, second class, authorized for the particular ship or station. Divers, second class, while employed in diving in actual salvage operations in depths over 90 feet in emergencies will receive \$5 an hour for each hour or fraction thereof while so employed, without application of the above restrictions.

- (d) The following men shall receive extra compensation for diving duty at the rate of \$30 per month:

- (1) Divers, any class, assigned to duty with the Experimental Diving Unit, Navy Yard, Washington, D. C. In addition, these divers will receive \$5 an hour for each hour or fraction thereof while employed in diving in actual salvage operations in depths over 90 feet. This compensation shall be paid in lieu of the compensation provided by subparagraphs (a), (b), and (c) above.
- (2) Enlisted men assigned to the duty of diving in connection with the submarine escape training tanks at the submarine bases, New London, Conn., and Pearl Harbor, T. H., not to exceed 10 men at each of the above escape training tanks.

- (e) In accordance with the act approved August 4, 1942, amending the acts approved April 9, 1928, and January 16, 1936, enlisted men designated as divers, any class, employed as divers in actual salvage or repair operation in depths of less than 90 feet when the Officer in Charge of the salvage or repair operation shall find that extraordinary hazardous conditions exist, shall, *in addition to the foregoing*, receive the sum of \$5 per hour for each hour or fraction thereof so employed. Extraordinary hazardous conditions shall be deemed to exist when:

- (1) Dives are made inside a sunken vessel.
- (2) Dives are made alongside a wreck where a jagged plating, debris, or other wreckage may tend to cut the hose lines or to tear the diver's dress.
- (3) Dives are made in the open sea under adverse weather conditions or in the presence of a heavy ground swell, or strong undercurrents.
- (4) Dives are made in waters exposed to imminent enemy attack.
- (5) Live explosives are handled under water.

- (f) In other conditions considered by the Officer in Charge as equally hazardous as those mentioned above, the facts shall be presented to the Bureau of Naval Personnel for determination in each case.

(4) Enlisted men of the Navy on duty on board a submarine of the Navy, including submarines under construction for the Navy from the time builders' trials commence shall, while so serving, receive 50 per centum additional of the pay for their rating and service. (Act of Aug. 4, 1942.)

- (5) (a) Enlisted men, other than those of soundman or radarman ratings, who are qualified sound or radar operators, as determined by commanding officers, shall receive the additional compensation of \$5 per month prescribed in article D-5312 (1) (a), subject to the limitation specified in article D-5322, when regularly assigned to sound or radar operating

stations on board ship. The maximum number who may receive such extra compensation, in any one ship is:

SOUND

Ships having one set of sound equipment installed.....	2
Ships having two or more sets of sound equipment installed.....	3

RADAR

Ships having radar equipment, 3 operators for each installed set.

- (b) Underwater sound equipment shall be one of the following types for entitlement to extra compensation;

Echo ranging equipment.

Directive listening equipment. (Sound equipment for determining depth of water, unless also capable of horizontal ranging and direction finding, is excluded from consideration.)

- (c) Extra compensation shall cease when the rating of a man is changed to that of soundman or radarman.

- (d) In order that men qualified as sound or radar operators may not lose their identity as such when transferred, prominent entry in service record shall be made of sound or radar qualification.

D-5327. QUALIFICATIONS FOR DIVERS.

- (1) Qualified divers are divided into three classes:

- (a) Master divers.
- (b) Divers, first class.
- (c) Divers, second class.

(2) *Master divers* are the most competent leading divers. They will be designated "master divers" by the Bureau. Any diver, first class, may be recommended by his commanding officer to the Bureau for the designation of "master diver" who—

- (a) Has served at least one year with the designation of "Diver, first class."

- (b) Meets the following requirements—

- (1) Has qualifications of diver, first class.
- (2) Averages 3.5 in efficiency in diving and as leader of men during the preceding year.
- (3) Is able, while on the bottom, to direct two or more divers in their tasks.
- (4) Is able to take charge of a diving operation in an efficient manner.
- (5) Understands all types of air compressors habitually used in diving operations.
- (6) Has knowledge of what a ship fitted for compressed air diving operations should carry, and has a practical knowledge of the air system.
- (7) Understands the principles of Boyle's, Charles's, and Dalton's laws and the theory of saturation and desaturation of the body fluids and tissues.
- (8) Understands the different forms of caisson disease and treatments required and the conditions under which oxygen poisoning occurs.

- (9) Has a thorough knowledge of the effects of such poisonous gases as may be encountered in diving upon the respiratory system, and be familiar with approved methods of treatment.
 - (10) Understands the various factors which contribute to the contraction and severity of caisson disease, and from the basic principles of decompression laid down in the Diving Manual is able to devise proper recompression and decompression tables for the treatment of caisson disease.
 - (11) Be recommended by the faculty of the deep-sea divers' school, navy yard, Washington, D. C., for master diver designation.
- (3) *Divers, first class*, will be trained, qualified, and designated at the deep-sea diving school, navy yard, Washington, D. C. No man will be placed in training for diver, first class, at any other place without prior authority of the Bureau. A diver, first class, must have the following qualifications:
- (a) Qualifications of a diver, second class.
 - (b) Must have completed satisfactorily the course at the deep-sea diving school at Washington, D. C.
 - (c) Be able to withstand pressures equal to 200 feet of water.
 - (d) Be able to dive and accomplish work at depths of 150 feet of water.
 - (e) Be able to use hand and power tools under water.
 - (f) Be able to operate under water the gas and electric underwater cutting torches.
 - (g) Understand in detail the operation and care of the machinery and apparatus required for underwater cutting.
 - (h) Be able to compute the pressures of gases required to satisfactorily operate the gas underwater cutting torch at various depths.
 - (i) Know the dangers that are associated with the use of such gases.
 - (j) Know underwater seamanship and how to sling and lift heavy weights.
 - (k) Know how to wash and reeve lines and to sweep wires and chains under submerged objects.
 - (l) Be able to enter a vessel with discrimination as to ability to get out; but only supervising officers will plan and decide on this.
 - (m) Know how to make air connections to different types of submarines.
 - (n) Know how to ventilate compartments of submerged vessels and make them habitable.
 - (o) Be able to recognize the symptoms of caisson disease.
- (4) *Divers, second class*, may be trained, qualified, and designated on board any naval vessel or at any naval station having the proper equipment and competent officer personnel for efficient and safe instruction. Divers, second class, will not be designated in excess of the number of divers, second class, authorized by the Bureau by circular letter for the particular ship or station. The qualifications for a diver, second class, are—
- (a) Be physically qualified in accordance with the Manual of the Medical Department.
 - (b) Understand the care, preservation, and use of all equipment, such as pumps, hose, helmets, suits, etc.
 - (c) Know how to test out, repair, and adjust all equipment, such as hose, pumps, dresses, helmets, breastplates, valves, etc., and determine whether they are safe for use.
 - (d) Understand the use of and be able to use storage compressed air and air supplied from power-driven air compressors.
 - (e) Be expert in dressing and tending a diver.

- (f) Know the diving signals thoroughly.
 - (g) Be thoroughly familiar with the theory and practice of decompression and have a detailed knowledge of the decompression table and how to use it.
 - (h) Understand resuscitation and first aid.
 - (i) Be familiar with the contents of Diving Manual.
 - (j) Have knowledge of the physics of diving.
 - (k) Know the methods employed in recovering objects from the bottom and the precautions to be used in recovering a charged air flask and a torpedo.
 - (l) Know how and when to use the recompression chamber.
 - (m) Be able to equip a boat for diving.
 - (n) Be able to anchor a diving boat in wind and tide.
 - (o) Be able to remain at depths of 30 feet for at least 1 hour, 60 feet for at least 30 minutes, 90 feet for at least 20 minutes, and make actual progress along the bottom simulating searching for objects.
 - (p) Be able to estimate an underwater situation and give an intelligent description of the same.
 - (q) Be able to care for and operate the Navy standard oxygen breathing apparatus.
 - (r) Be able to assist a diver, first class, in depths up to 90 feet.
- (5) Only master divers and divers, first class, will be permitted to dive to depths greater than 90 feet, except at the deep-sea diving school at Washington, D. C., for requalification, and in emergencies, of which the senior officer present shall be the judge.
- (6) In the selection and training of men for divers, commanding officers and examining boards shall be guided strictly by the Navy Regulations, the Diving Manual, the Manual of the Medical Department, and current instructions.
- (7) No man shall be allowed to dive until he has been given the physical examination outlined in the Manual of the Medical Department.
- (8) All diving operations shall be under the personal direction of a qualified officer, who shall maintain a close contact with the medical officer in order to eliminate accidents.
- (9) Unless specific authority is obtained in advance from the Bureau to continue his designation, the designation of any master diver or diver, first class, will lapse upon the expiration of 6 months from date of last qualification, if during these 6 months he has not made four dives in water, each dive to a depth of not less than 150 feet, and remain under water, from the surface to the beginning of the ascent, as follows:

Depth in feet:	<i>Time under water from surface to beginning of ascent (minutes)</i>
150 to 168	15
168 to 250	10

If the designation should lapse, an entry to this effect will be made in the service record. A man whose designation has so lapsed shall not be permitted to dive again until requalified, except for requalification or in emergencies, of which the senior officer present shall be the judge. This requalification may be made at the nearest ship or station which is equipped with personnel and equipment to safely conduct same in accordance with subparagraph (3), provided that the designation has not lapsed continuously for more than one year. If for more

than one year, permission to requalify must be obtained from the Bureau which will designate the place where requalification will be made.

No man shall be redesignated a master diver except by the Bureau. No man shall be redesignated a diver, first class, except by the Bureau or the deep-sea diving school, Washington, D. C.

(10) The designation of any diver, second class, will lapse upon the expiration of 6 months from date of last qualification, if during these 6 months he has not made 4 dives in water, each dive to a depth between 60 and 90 feet, and remain under water, from the surface to the beginning of the ascent, 20 minutes. If designation should lapse, an entry to this effect will be made in the service record. A man whose designation has so lapsed shall not be permitted to dive again until requalified, except for requalification or in emergencies, of which the senior officer present shall be the judge. Such men may be redesignated divers, second class, by a ship or station if requalified in accordance with paragraph (4).

(11) Dives made in actual salvage operations will count for retaining designations, provided the dives meet the characteristics described in paragraphs (9) and (10). Where a diver is habitually employed in prolonged salvage operations in which the depths are less than those required in subparagraphs (9) and (10), special recommendations will be considered by the Bureau to count same for retaining designations.

(12) Entry of designation or redesignation and dates thereof for all divers shall be made in the service record at the time, and a corresponding notation shall be made on the reverse of the discharge certificate.

(13) The designation of diver, second class, may be revoked by commanding officers. Commanding officers may recommend to the Bureau the revocation of the designations of master diver and diver, first class, giving reasons.

(14) Each ship or station allowed divers (any class) will forward a report to the Bureau *in duplicate*, on the first day of each quarter, using Form B. N. P. 629, containing the following information:

- (a) Name in full.
- (b) Rating.
- (c) Class of diver.
- (d) Date designated or last redesignated.
- (e) Dates of qualifying dives made during preceding quarter. (If none, indicate date of last qualifying dive.)
- (f) Maximum depth in feet of dives.

A similar report, quarterly, is required from ships and stations having master or first class divers on board, in cases where no actual allowance of divers is authorized.

D-5328. QUALIFICATION FOR MEN DESIGNATED QUALIFIED FOR RIGID AIRSHIP DUTY.

(1) Training of enlisted men for duty on rigid airships will be conducted at the naval air station, Lakehurst, N. J., and on each rigid airship in commission.

(2) A man will be eligible for designation by his commanding officer as qualified for rigid airship duty when he has had the following minimum of flying hours:

- (a) In rigid airships, 150 hours, not more than 50 of which shall have been hours at a mooring mast.
- (b) In nonrigid airships, 4 hours.
- (c) In kite balloons, 5 hours.
- (d) In free balloons, three flights of at least 1 hour each.

(3) Before being designated as qualified, every man must pass satisfactorily an oral and practical examination that will demonstrate his knowledge and

ability in all general matters pertaining to the operation of the rigid airship on which he is serving. This examination shall consist of two parts, viz:

- (a) Knowledge of the subjects that are required of airship men in general, regardless of rating; and
- (b) Knowledge of the subjects that are required of airship men in the specialty of their ratings.
- (c) The following form will be used for reports of examinations of men for the subject qualification:

U. S. S. _____

Place _____

REPORT OF EXAMINATION FOR DESIGNATION AS QUALIFIED FOR RIGID AIRSHIP DUTY

Date of examination _____ Rate _____

Name _____ Service number _____

Scale of marks: 4, excellent; 3.5, very good; 3, good; 2.5, passing; 1.5, fair; 1, poor; 0, bad

I. ARTICLE D-5328, BUREAU OF NAVAL PERSONNEL MANUAL

Subject	Mark	Subject	Mark	Subject	Mark
(a)		(i)		(q)	
(b)		(j)		(r)	
(c)		(k)		(s)	
(d)		(l)		(t)	
(e)		(m)		(u)	
(f)		(n)		(v)	
(g)		(o)		(w)	
(h)		(p)		(x)	

Average mark _____

II. PRACTICAL EXAMINATION

(a) Rudder watch _____, engine watch _____, elevator watch _____, engineer's keel watch _____

(b) Knowledge of operation, etc., of equipment required for rating of _____

Service in rigid airships _____ years _____ months.

Hours in flight:

Rigid airships _____, nonrigids _____

Free balloons _____, kite balloons _____

Proficiency in rating last 6 months on board a rigid airship _____

Final average: Mark I: _____, mark II: _____, average _____

We certify that we have EACH thoroughly examined the candidate in accordance with the requirements of the Bureau of Naval Personnel Manual and that we deem the candidate _____ fully qualified for duty in rigid airships in the rating of _____.

U. S. Navy.

U. S. Navy.

U. S. Navy

Copy to Service Record. Original and one copy to Bureau of Naval Personnel.

FIRST ENDORSEMENT

From:

To: Bureau of Naval Personnel.

Subject: Report of examination.

1. Approved and forwarded. Entry has been made in the service record of the above-named man that he is qualified for rigid airship duty.

(4) The general subjects referred to in paragraph 3 (a) shall include:

- (a) Elementary aerostatics.
- (b) Elementary aerodynamics.
- (c) Elementary aerology.
- (d) Elementary lifting gases.
- (e) Elementary airship engines.
- (f) Elementary airship fuels.
- (g) Ground handling of lighter-than-air craft.
- (h) Airship emergencies.
- (i) Airship ballast and fuel systems.
- (j) Airship electrical system.
- (k) Airship gassing and gas-cell arrangements.
- (l) Nomenclature of lighter-than-air craft.
- (m) Airship mooring.
- (n) Airship outer cover.
- (o) Inflation, rigging, berthing of free and kite balloons.
- (p) Care and preservation of hulls and structure of lighter-than-air craft.
- (q) Major and minor control systems.
- (r) Use of parachutes.
- (s) Hangar routine.
- (t) Airship ordnance.

(5) The special subjects referred to in paragraph 3 (b) shall include:

1. For ratings of the seaman branch:

- (a) Ability to stand either rudder or elevator watch in a rigid airship, and
- (b) Ability to stand a rigger's keel watch in a rigid airship.

2. For ratings of the aviation branch (machinists' mates and metalsmiths):

- (a) Ability to stand a rigid airship engine watch, and
- (b) Ability to stand an engineer's keel watch in a rigid airship.

3. For any other ratings:

- (a) Thorough knowledge of the care, operation, and preservation of all machinery, appliances, and equipment to which the man may be assigned by virtue of the rating held.

(6) The commanding officer of a rigid airship shall appoint a board of three qualified officers to pass upon the qualifications of men sent before it. The board shall parallel the procedure of the usual examination board for advancement of enlisted men in rating, rendering a written form report to the commanding officer in each case. The commanding officer may then designate the man "Qualified for rigid airship duty" by making such an entry in the man's service record and forwarding a copy of the board's report to the Bureau with endorsement as to approval and as to designation of the man. In case the candidate is not qualified, no report to the Bureau is necessary, but a copy of the form report should be attached to the man's service record.

(7) Should a man who has so qualified subsequently be found not qualified by his commanding officer, his qualifications shall be revoked and an entry to that effect made in his service record with a brief statement of the circumstances.

D-5329. DETAIL OF MEN TO SPECIAL DUTIES.—(1) In detailing enlisted men to special duties such as Navy mail clerk, assistant Navy mail clerk, tailor,

barber, laundryman, etc., care should be exercised to utilize ratings which can best be spared. Under no circumstances are the men performing these duties allowed in excess of approved allowance (Form B. N. P. 639).

(2) No person ashore or afloat should be required to perform duties as messman for a longer period than 3 months unless he so requests.

D-5330. QUALIFICATIONS FOR WELDERS.

(1) Qualified welders are divided into three classes:

- (a) Welders, first class (metal-arc and gas).
- (b) Welders, second class (metal-arc and gas).
- (c) Welders, third class (metal-arc and gas).

(2) *Welders, first class*, are the most competent leading welders. They will be designated welder, first class, by the Bureau. Any welder, second class, may be recommended by his commanding officer to the Bureau for the designation of welder, first class, who—

(a) Has served at least 1 year with the designation of welder, second class.

(b) Meets the following requirements:

- (1) Be able to take charge of a welding shop on board a tender or repair ship, lay out and properly supervise the work.
- (2) Be able to instruct and qualify candidates for welder, third and second class.

(3) *Welders, second class* (metal-arc and gas), must have the following qualifications:

- (a) Have served at least 1 year with the designation of welder, third class.
- (b) Be able to take charge of welding activities on board ship and lay out work for men on a job.
- (c) Pass the following qualification tests in accordance with the requirements of the General Specification for Inspection of Material—Appendix VII—Welding, Part E:

Section E-1

Test No. 4 using carbon molybdenum pipe and electrodes.

Test No. 1 in flat position only on the following materials, using applicable electrodes.

Nickel-copper.

Corrosion-resisting steel.

Aluminum.

Section E-2

Test No. 3 using steel tubing and welding rods.

Test No. 1 in flat position only on the following material, using applicable welding rod.

Aluminum.

(4) *Welders, third class* (metal-arc and gas), must have the following qualifications:

- (a) Have a thorough knowledge of current and voltage necessary for various sizes and types of electrodes used in metal-arc welding.
- (b) Have a thorough knowledge of proper flames and technique to be used in gas welding and cutting of various materials, together with proper tip sizes that should be used.
- (c) Have a thorough knowledge regarding safety precautions to be observed with regard to welding, cutting, and to handling of gases used.

- (d) Understand the uses of copper, brass, aluminum, iron, steel, and various alloys on board naval vessels.
- (e) Be familiar with the welding symbols, types of welds, nomenclature, and definitions, as set forth in sections A-1 and A-2 of the General Specifications for Inspection of Material—Appendix VII—Welding, Part A.
- (f) Be familiar with the various types of metal-arc welding sets.
- (g) Have a general knowledge of preheat and postheat treatment of metals encountered in welding.
- (h) Pass the following qualification tests in accordance with the requirements of the General Specifications for Inspection of Material—Appendix VII—Welding, Part E:

Section E-1

Test No. 1 in vertical and overhead position using grade EA electrodes.

Section E-2

Test No. 1 in flat position only on the following materials using applicable welding rods.

Steel

Bronze

Cast Iron

Section E-5

Tests Nos. 1 to 3, inclusive.

(5) The period of qualification of welders shall be for eighteen (18) months. Qualification or requalification tests will be conducted on board repair vessels or on board any vessel having the necessary equipment.

D-5331. PARACHUTE REGULATIONS.

(1) For the purpose of carrying into effect the provisions of the act of Congress approved June 16, 1942, Public Law No. 607, Seventy-seventh Congress, relative to increased pay for personnel of the Navy and Marine Corps of the United States, and Reserve components thereof, not in a flying pay status, when by orders of competent authority they are assigned or attached to, a member of, or a student in a parachute unit, including parachute-jumping schools, and for whom parachute jumping is an essential part of their military duty, the following regulations, effective as of June 1, 1942, are hereby promulgated and made applicable to all officers, warrant officers, and enlisted men of the Navy and Marine Corps.

(2) *Designation.*—The designations (ratings) of “parachutist” and “student parachutist” are hereby established for officers, warrant officers, and enlisted men of the Navy and Marine Corps of the United States, which designations (ratings) shall be in addition to such Military or Naval ranks or ratings as are now or may hereafter be authorized by law.

(3) *Definitions.*

(a) *Parachute duty.*—Any officer, warrant officer, or enlisted man, who, by competent authority, is assigned or attached to, or is a member of, a parachute unit (including parachute-jumping schools) and has been or may hereafter be designated (rated) a parachutist or is undergoing training for such designation (rating) and for whom parachute jumping is an essential part of his military duty shall be considered as being engaged upon parachute duty.

- (b) *Parachute units*.—A parachute unit, or a parachute jumping school, shall consist of such organizations or units of the Navy and of the Marine Corps as may from time to time be designated by the Secretary of the Navy. Regularly organized parachute organizations of the Fleet Marine Force shall be considered as parachute units within the meaning of this act. Parachute training centers that have been or may hereafter be established and engaged in qualifying personnel of the Navy or Marine Corps for designation as parachutists shall be considered as parachute-jumping schools.
- (c) *Parachutist*.—The term “parachutist,” as used in these regulations, shall be construed to include any commissioned or warrant officer or enlisted man of the Navy or Marine Corps who has successfully completed or who may hereafter successfully complete the prescribed course of parachute training and who has been or may hereafter be designated (rated) as a parachutist by competent authority.
- (d) *Student parachutist*.—The term “student parachutist,” as used in these regulations, shall be construed to include any commissioned or warrant officer or enlisted man of the Navy or Marine Corps who, by competent authority, has been or may hereafter be assigned or attached to a parachute unit, including parachute-jumping schools, and has been or may hereafter be designated a student parachutist for the purpose of undergoing a course of training preparatory to qualifying for a designation (rating) as a parachutist.
- (e) *Competent authority*.—The term “competent authority,” as used in these regulations, shall be construed to include the commanding officer of any parachute unit or parachute-jumping school as designated by the Secretary of the Navy in accordance with paragraph 3 (b) of these regulations.
- (f) *Parachute-jumping accident*.—The term “parachute-jumping accident,” as used in these regulations, shall be construed to mean an accident in which an officer, warrant officer, or enlisted man who is designated (rated) a parachutist or a student parachutist, and for whom parachute jumping is an essential part of his military duty, and who, at the time is engaged in parachute-jumping activity, is injured: (1) as a result of jumping from, falling from, or being thrown from a parachute tower or platform; (2) as a result of jumping from, falling from, being thrown from, or being struck by an aircraft or any part or auxiliary thereof; or (3) while an occupant of an aircraft.
- (g) *Parachute-jumping activity*.—(1) All physical activities connected with preliminary training, such as exercises, jumping from platforms, and parachute jumping from towers, (2) parachute jumps from aircraft in flight, (3) flights in aircraft engaged in parachute training activities, military missions or exercises involving parachute jumping, or transportation of parachute units on routine transfers, shall be considered as parachute jumping activities.
- (4) *Qualifications for designation as student parachutist or parachutist*.—An officer, warrant officer, or enlisted man of the Navy or Marine Corps to be designated (rated) as: (a) a student parachutist, must be physically qualified for parachute duty and be assigned to a prescribed course of parachute training; (b) a parachutist must be physically qualified for parachute duty and must have successfully completed a prescribed course of parachute training including a minimum of 6 parachute jumps from a heavier-than-air or lighter-than-air aircraft while in flight.

(5) *Retention of designation as parachutist or student parachutist.*—An officer, warrant officer, or enlisted man of the Navy or Marine Corps who has attained a designation (rating) as a parachutist or student parachutist shall retain such designation (rating) as parachutist or student parachutist and shall be considered as engaged upon parachute duty while he continues to be assigned or attached to a parachute unit, including parachute-jumping schools, in a capacity requiring parachute jumping as an essential part of his military duty and while physically qualified, provided, that officers, warrant officers, and enlisted men of the Navy and Marine Corps who have been designated as parachutists pursuant to these regulations are authorized to retain permanently and to wear such qualification badges as parachutists, as may be prescribed by competent authority.

(6) *Revocation of designation as parachutist or student parachutist.*—The commanding officer of a parachute unit or a parachute-jumping school shall revoke the designation (rating) as parachutist or student parachutist of any officer, warrant officer, or enlisted man when the status of said parachutist or student parachutist comes under one or more of the following conditions: (a) is no longer performing parachute duty; (b) is no longer professionally qualified in the opinion of the commanding officer; (c) is no longer physically qualified for the designation (rating) of parachutist or student parachutist, provided, however, if such a finding be in consequence of a parachute-jumping accident, the designation (rating) of parachutist or student parachutist shall not be revoked unless such finding shall have been made or affirmed by a properly constituted board of medical survey and then not prior to 3 months from the date of such accident; (d) is to be detached and/or transferred to duty other than parachute duty.

(7) *Reinstatement or redesignation (re-rating) or re-qualification as a parachutist or a student parachutist.*—The Commanding Officer of a parachute unit or a parachute-jumping school may: (a) Reinstatement or redesignate (rerate) a former student parachutist when the disqualifying condition(s) imposed under paragraph 6 above, no longer applies; (b) reinstate or redesignate (rerate) a former parachutist when the disqualifying condition(s) imposed under paragraph 6 above, no longer applies, provided said former parachutist is qualified in accordance with paragraph 5 above; (c) requalify a former parachutist in accordance with paragraph 4 above, modified as deemed advisable by the commanding officer, when for any reason, such as an appreciable lapse of time since previous parachute duty, it is considered inadvisable to reinstate or redesignate (rerate) such former parachutist in accordance with (b) above.

CHAPTER 6

APPOINTMENTS AND PROMOTIONS

Section 1. APPOINTMENT TO THE NAVAL ACADEMY

D-6101. CONGRESSIONAL APPOINTMENTS.

(1) An enlisted man who receives a congressional appointment to the Naval Academy or to the Military Academy, or has an approved application by the Commandant of the Coast Guard for an examination for appointment as a cadet in the Coast Guard, may, upon his own application, be assigned to the service preparatory school referred to in article D-6106. Men holding congressional principal appointments to the Naval Academy or to the Military Academy may request special-order discharge to prepare for the entrance examinations.

D-6102. APPOINTMENT OF ENLISTED MEN TO NAVAL ACADEMY. ENTRANCE REQUIREMENTS.

(1) The law authorizes the appointment to the Naval Academy each year of one hundred (100) midshipmen, to be selected as the result of a competitive examination given enlisted men of the Navy and Marine Corps. (For appointments to the Naval Academy from the Naval Reserve, see art. H-1904.)

(2) In order to take the entrance examination to the Naval Academy a man must have the following qualifications:

- (a) Be of officer caliber.
- (b) Be a citizen of the United States.
- (c) Have enlisted in the Navy or Marine Corps on or before July 1 of the year preceding that in which the examination is held.
- (d) Have had 9 months' sea duty in a ship in full commission, or performed equivalent service with fleet aircraft, by the date of his final transfer to the Naval Academy, where he is due to report by July 1 of the year in which the entrance examination is held. For this purpose the following are counted as sea duty or equivalent duty:
 - (1) Duty while regularly attached to a ship in full commission.
 - (2) Duty as a passenger in a ship in full commission.
 - (3) Treatment aboard a hospital ship.
 - (4) Duty while attached to aircraft designated as fleet aircraft.
- (e) Be not less than 17 or more than 21 years of age on April 1 of the year in which the examination is held.
- (f) Have completed at least 3 years of a high school course or the equivalent, and have received credit for the satisfactory completion of 1 year of algebra and 1 year of geometry. (The subjects covered in the Naval Academy entrance examinations are algebra, plane and solid geometry, physics, chemistry, United States history, and English composition and literature. The scope and general character of the regular entrance examinations are given in the pamphlet, Regulations Governing the Admission of Candidates Into

the U. S. Naval Academy as Midshipmen and Sample Examination Papers.)

(g) Be able to pass the required physical examination.

(3) To be eligible to attend the Naval Academy Preparatory School a man must have the additional qualification of being in such status that he will have had 9 months' sea duty in a ship in full commission, or equivalent service with fleet aircraft, before his final detachment in time to reach the school by October 1 of the year preceding that in which the entrance examination is held.

(4) The Bureau desires that all enlisted men eligible under the law and having the required qualifications be given an opportunity to apply for appointment to the Naval Academy. However, commanding officers shall exercise the utmost care in selecting applicants whom they will nominate for appointments, so as to eliminate those who do not fully measure up to the requirements.

D-6103. PROCEDURE TO BE FOLLOWED IN THE CASE OF MEN ELIGIBLE FOR THE NAVAL ACADEMY PREPARATORY SCHOOL.

(1) The following procedure shall be followed in the cases of all men coming within the purview of paragraph (3), D-6102:

(a) On or before April 1 of each year, commanding officers shall—

(1) Make a survey of all men eligible, and give them information concerning the requirement for entrance to the Naval Academy. (The requirement of a deposit of \$100 should be known by each candidate. This is held out of the pay of candidates at the Naval Academy Preparatory School.)

(2) Disseminate to these men information about the Naval Academy.

(3) Explain to them the procedure for entering the Naval Academy.

(4) Describe the amount and character of preparation required.

(5) Cause all those who are eligible and who desire to apply to fill out and submit Form B. N. P. 675.

(b) When the procedure in (a) (5) above has been carried out, a selection board shall be convened at each station and aboard each ship to examine applicants and select therefrom those who may be officer material. Where possible, this board shall consist of three line officers of or above the grade of lieutenant. The board shall interview the division officers, petty officers, and others under whom the applicant has served; shall personally interview each applicant concerning his education, his desire to become an officer, and any other matter which affects his character and qualifications for the Naval Academy; shall examine the service record of each applicant and shall make a recommendation on each applicant to the commanding officer. Only men who have excellent records and who are believed to be suitable candidates for appointment to the Naval Academy and ultimate commissioning shall be recommended.

Applicants who do not fulfill the requirements of Article D-6102

(2) are not to be recommended. (See Article D-6103 (d).)

(c) Those applicants who are found to be suitable material by the selection board will be examined by a board of medical officers in strict accordance with the Manual of the Medical Department. Upon completion of the examination the Bureau of Medicine and Surgery form Y will be forwarded, in duplicate, immediately to the Bureau of Medicine and Surgery for review. The fact of the examination and the date of forwarding the form Y will be entered on the man's

application card, Form B. N. P. 675, which will be returned to the commanding officer.

- (d) The commanding officer shall review each case and nominate those whom he considers suitable, entering his action on Form B. N. P. 675. An applicant will be favorably recommended by the commanding officer only after a personal interview in which he shall satisfy himself that the applicant is of officer caliber. As the recommendation of the board of medical officers is subject to review by the Bureau of Medicine and Surgery, the commanding officer's decision will not be based on the findings of that board. Form B. N. P. 675 in the case of applicants whom the commanding officer does not nominate shall be filled out and forwarded immediately to the bureau. In the case of applicants whom the commanding officer does nominate, Form B. N. P. 675 will be retained for use by the examining board (art. D-6104 (2)) in recording the results of the preliminary written examination. If the commanding officer disapproves an unfavorable report by the selection board, the applicant will take the physical examination prescribed in paragraph (c).
- (e) An applicant who has been nominated by his commanding officer will be eligible to take the preliminary written examination sent out by the Bureau (art. D-6104).

(2) Commanding officers shall make suitable provision for assisting nominees to review the subjects in which they will be examined and to make up work which they have not had.

D-6104. PRELIMINARY EXAMINATIONS OF MEN NOMINATED FOR THE NAVAL ACADEMY PREPARATORY SCHOOL.

(1) On or before May 1 of each year commanding officers will report to the Bureau the name, rate, and service number of each candidate nominated for the Naval Academy Preparatory School in accordance with article D-6103. Reports from the Asiatic station will be sent by despatch. On receipt of the reports of nominations, the Bureau will forward in time to arrive prior to July 1 at all ships and stations reporting nominated candidates, a suitable number of sets of preliminary educational examinations for use in the selection of men for the Naval Academy Preparatory School. Commanding officers will arrange to have all men nominated in accordance with article D-6103 take the preliminary examinations on July 1 or on such other date as may be designated by the Bureau.

(2) Commanding officers will appoint a board to consist, if practicable, of three Naval Academy graduates. The board will conduct the examination and grade the papers in accordance with the instructions forwarded therewith. Care shall be taken that the examination is not compromised. The results of this examination will be entered on Form B. N. P. 675.

(3) Completed Form B. N. P. 675 for all nominees shall be forwarded to the Bureau upon completion of the preliminary examination, together with the original examination papers of all men examined.

(4) In addition to mailing this report, ships and stations outside the continental limits of the United States shall send the list of names by despatch and give the final mark in each subject and the general classification test mark of each man examined.

D-6105. TRANSFERS OF MEN TO THE NAVAL ACADEMY PREPARATORY SCHOOL.

(1) Upon receipt of Form B. N. P. 675 and marked examination papers or of despatch results, the Bureau will direct the necessary transfers to the Preparatory School.

(2) Enlisted men of the Navy who can present to their commanding officers an application, approved by the Commandant of the Coast Guard, for authority to take the examination for appointment to cadetship in the United States Coast Guard, may be ordered to the Naval Academy Preparatory School. The procedure will be as follows: Upon receiving application from an enlisted man presenting an approved application by the Commandant of the Coast Guard, the man's commanding officer will request the Bureau of Naval Personnel to send the man to the Naval Academy Preparatory School. This request must state that the man has shown an approved application. These candidates for the Coast Guard will be permitted to attend the classes at the Naval Academy Preparatory School, but will be given no instruction in subjects not taught to candidates for the Naval Academy. The Naval Academy Preparatory School will be closed immediately after the entrance examinations for the Naval Academy. Candidates for the Coast Guard Academy will be permitted to remain until after they have been examined for entrance to the Coast Guard Academy, and until it is determined whether they passed the entrance examinations. During this period they may pursue their studies, but will not be instructed by an officer. Those candidates who are found qualified to enter the Coast Guard Academy will be discharged from the Navy, while those who fail to qualify will be ordered to duty.

D-6106. NAVAL ACADEMY PREPARATORY SCHOOL.

(1) To provide for intensive instruction of enlisted men selected to take the competitive examination for appointment to the Naval Academy, the Bureau maintains a special school.

(2) The course of instruction begins on October 1 of each year and continues until the date set for the beginning of the competitive examination. This instruction is such as to prepare the candidate for the entrance examination as described in the Regulations Governing the Admission of Candidates into the United States Naval Academy as Midshipmen.

(3) On completion of the final competitive examination the completed examination papers will be forwarded by the commanding officer of the training station to the Superintendent, United States Naval Academy, for marking.

(4) Men under instruction at this special school will be kept under military discipline and required to observe the rules and regulations of the station, but all due consideration will be given to the purpose for which they are so assigned.

D-6107. PROCEDURE TO BE FOLLOWED IN THE CASE OF MEN NOT ELIGIBLE FOR THE PREPARATORY SCHOOL BUT ELIGIBLE TO TAKE THE ENTRANCE EXAMINATIONS.—

(1) The following procedure shall be followed in the case of those men coming within the purview of D-6102 (1) and (2) but who do not have the additional qualifications given in D-6102 (3):

(a) During the first week in January of the year in which the entrance examination to the Naval Academy is to be held, commanding officers shall—

(1) Make a survey of all men eligible and give them information concerning the requirements for entrance to the Naval Academy. (The requirement of a deposit of \$100 upon admission to the Naval Academy should be known by

each candidate. The candidate should have this sum before being transferred to the Naval Academy.)

- (2) Disseminate to these men information about the Naval Academy.
 - (3) Explain to them the procedure for entering the Naval Academy.
 - (4) Describe the amount and character of preparation required.
 - (5) Cause all those who are eligible and who desire to apply to fill out and submit form B. N. P. 675.
- (b) When the procedure in (a) (5) above has been carried out, a selection board shall be convened at each station and aboard each ship to examine applicants and select therefrom those who may be officer material. Where possible, this board shall consist of three line officers of or above the grade of lieutenant. The board shall interview the division officers, petty officers, and others under whom the applicant has served; shall personally interview each applicant concerning his education, his desire to become an officer, and any other matter which affects his character and qualifications for the Naval Academy; shall examine the service record of each applicant and shall make a recommendation on each applicant to the commanding officer. Only men who have excellent records and who are believed to be suitable candidates for appointment to the Naval Academy and ultimate commissioning shall be recommended.
- (c) Those applicants who are found to be suitable material by the selection board will be examined by a board of medical officers in strict accordance with the Manual of the Medical Department. Upon the completion of the examination the Bureau of Medicine and Surgery form Y will be forwarded, in duplicate, immediately to the Bureau of Medicine and Surgery for review. The fact of the examination and the date of forwarding the form Y will be entered on the man's application card, form B. N. P. 675, which will be returned to the commanding officer.
- (d) The commanding officer shall review each case and nominate those whom he considers suitable, entering his action on form B. N. P. 675. An applicant will be favorably recommended by the commanding officer only after a personal interview in which he shall satisfy himself that the applicant is of officer caliber. As the recommendation of the board of medical officers is subject to review by the Bureau of Medicine and Surgery the commanding officer's decision will not be based on the findings of that board.
- (e) Form B. N. P. 675, in the case of all applicants, whether nominated or not, will be forwarded to the Bureau in time to arrive not later than March 1.
- (2) An applicant who has been nominated by his commanding officer and whose nomination has been approved by the Bureau will be eligible to take the Naval Academy entrance examination.
- (3) The entrance examination to the Naval Academy will be held under the supervision of examining boards on the third Wednesday in April. The candidates will take this examination on board ship, thereby not interrupting their sea service.
- (4) Commanding officers will give all the help practicable in preparing for the entrance examination to the men that they nominate,

Section 2. PROMOTION TO WARRANT RANK**D-6201. PROMOTIONS TO WARRANT RANK; GENERAL.**

(1) Examinations for promotion of enlisted men to warrant rank are held at irregular intervals at such times as may be most convenient for the Bureau. Notification is sent to all ships and stations by circular letter designating the officers who are authorized to convene boards, stating the times when these boards are to meet, and setting the dates when applications should reach the Bureau.

(2) No enlisted man will be appointed to the warrant rank of boatswain, gunner, electrician, radio electrician, machinist, or carpenter who is over 35 years of age at date of appointment. No enlisted man will be appointed an acting pay clerk or pharmacist unless his accumulated previous service in the Army, Navy, and Marine Corps, together with his possible future service prior to attaining the age of 64 years, will amount to at least 30 years. Applicants for appointment as machinist from civil life must be not less than 21 nor more than 30 years of age. No age limit is prescribed for those enlisted men warranted in accordance with U. S. Code, Title 34, Section 134.

(3) No candidate will be authorized to take the examinations for appointment as a warrant officer whose average of all marks in proficiency in rating as shown by his service record, excluding the marks assigned during his first year of service, is less than 3.4 on a scale of 4.0.

(4) A candidate must be able to read and write English with facility, understand the first four rules of arithmetic and proportion, be able to keep a correct account of stores, and be thoroughly conversant with all instructions and regulations pertaining to the duties of the grade for which he is to be examined.

(5) A candidate for the various warrant grades must have the qualifications prescribed for them in articles D-6210 to D-6225.

A candidate for warrant grade must be a citizen of the United States.

The date of final examination will be used in determining length of service requirements unless otherwise specified.

D-6202. PRELIMINARY EXAMINATION.

(1) When information has been received that examinations for any of the warrant grades are to be held, those who desire to compete in the examination and who are qualified shall submit their requests to the Bureau via their commanding officer. No waivers will be authorized and none should be requested.

(2) Before forwarding the applications the commanding officer will appoint a preliminary examining board of officers. This board will determine, as far as practicable, the physical and professional fitness of the candidates.

(3) The preliminary professional examination will be conducted with a view to ascertaining whether or not the candidate possesses the necessary qualifications to become a thorough, practical warrant officer. The board shall be guided by the requirements appearing under the respective grades in this chapter.

(4) No examination previously taken, even though appointed as a result thereof, can be accepted by the Bureau in lieu of this preliminary examination. All candidates to be authorized to take part in the competitive examination must pass the preliminary examination, and the Bureau must have a copy of the board's report before it can act on any request submitted.

(5) With a request the commanding officer shall forward a copy of the applicant's current service record, on pages 9-10 entered to date and signed, the report of the preliminary board and a recommendation by the commanding officer under whom the applicant is serving as to whether he is qualified for

the grade of warrant officer and worthy of such advancement. Great care should be exercised in making this recommendation. A report of insobriety or unexcused absence over leave or without leave shall disqualify any man from appearing for warrant examination for at least two years from the date of such offense. Applications with all information required should be forwarded promptly.

(6) Commanding officers shall forward no requests except at such times as the Bureau has expressed its desire to receive them as indicated by the notice of examinations to be held. This notice is usually issued as a circular letter.

D-6203. AUTHORITY TO TAKE EXAMINATION FOR WARRANT OFFICER.

(1) Commanding officers should note the limiting date set for the receipt in the Bureau of applications with the other necessary papers. No application will be considered that is received after the date set. In exceptional cases on distant stations where it is apparent that the papers cannot reach the Bureau by the date set, on account of inadequate mail service, applications and commanding officers' recommendations may be transmitted to the Bureau by dispatch.

(2) When the Bureau receives an application with the other necessary papers, the entire service record of the man concerned is examined, and only men whose records indicate that they possess the necessary qualifications will be authorized to appear for examination.

(3) This authorization to appear for examination will be addressed to the man via his commanding officer. The selection of the most conveniently located board is left with the commanding officer. As the physical examination precedes the professional examination, the commanding officer will, immediately upon receipt of the approved application, notify the officer to whom the candidate will report and ascertain from him the date upon which the candidate's presence will be required, in order that the physical examination may be completed before the date set for the commencement of the professional examination.

(4) If, due to the movement of the vessel or the transfer of the candidate, it would be impracticable for him to appear before the board selected, his commanding officer will notify the board to that effect and will make arrangements for his appearance before such other board as may be most convenient at the time of the examination. Whenever there is a prospect that the vessel's movements will interfere with the presence of a candidate before the local board on the dates specified, such candidate shall be transferred by his commanding officer to the nearest ship or station where the examination is to be held, and the fact of such transfer shall immediately be reported to the Bureau.

(5) Any person who fails to present himself for examination after having received such authority shall be considered as having forfeited his right to appear.

(6) Any candidate who gives a false certificate of age, length of service, or its character, or makes any false statement to a board of examiners shall be considered as disqualified.

D-6204. LOCAL BOARDS; COMPOSITION.

(1) A physical examination by a medical board consisting, if practicable, of three medical officers of the Navy, shall precede the written and practical examination, and if a candidate is not pronounced physically fit in all respects he shall not be examined professionally. In the case of pharmacists, the same local medical board which is to conduct the professional examination may also conduct the physical examination of the candidate.

(2) The local board shall conduct the mental, moral, and professional examination of the candidates authorized and directed to appear before it. It shall consist, whenever practicable, of officers serving on the ship or station to which the candidate is attached. It shall consist of commissioned officers only.

(3) The local board for acting pay clerks shall, if practicable, consist of officers of the Supply Corps, the senior member to be not below the rank of lieutenant commander and the others not below that of lieutenant. The local board for pharmacists shall, if practicable, consist of officers of the Medical Corps, the senior member to be not below the rank of lieutenant commander, one of a rank not below that of lieutenant, and one chief pharmacist with permanent commission.

(4) The local board for all warrant ranks other than acting pay clerk and pharmacist shall, if practicable, consist of line officers, the senior member to be not below the rank of lieutenant commander and the others not below the rank of lieutenant.

(5) Appointments as warrant officers will be made only after competitive professional examinations held before boards consisting of at least three commissioned officers, termed "local boards" hereafter in these instructions.

(6) When candidates from the naval service and from civil life possess equal qualifications, preference will be given to those from the service.

D-6205. LOCAL BOARDS; PROCEDURE.

(1) After providing themselves with the necessary forms for use in examining the candidates, the local board shall proceed to examine those candidates who have been authorized to report before it. Only those who have successfully passed the required physical examination shall be allowed to take the written and practical examination.

(2) The practical examination may precede or follow the written examination. The practical examination shall be conducted with a view to ascertaining whether or not the candidate has a thorough practical knowledge of the required subjects; a minimum of eight (8) hours should be devoted to this purpose. Questions for the practical examination are included in the papers sent to local boards from the Navy Examining Board, Washington, D. C.

(3) The Board shall conduct the written examination as follows:

(a) As the examination is competitive and in order to eliminate the possibility of any candidate obtaining unfair prior information of the questions, all written examinations will be held simultaneously, except insofar as the time is affected by difference in longitude.

(b) Any written examination held at other than the prescribed time and date for any reason whatever will be null and void.

(c) Attention invited to detailed instructions contained in article D-6207.

(d) At the completion of the examination the records shall be arranged as follows:

(1) Proceedings of local Board, on form furnished by Examining Board.

(2) Report of practical examination.

(3) The written examination.

(e) The report of board of medical examiners will be forwarded direct to the Office of the Judge Advocate General. The proceedings of the local examining board, in case of acting pay clerks are to be forwarded to the Examining Board, Bureau of Supplies and Accounts, Navy Department, Washington, D. C.; in the case of pharmacists, to the Examining Board for Pharmacists, Naval Medical School, Washington, D. C., and in all other cases to the Naval Examining

Board, Navy Department, Washington, D. C. All papers are to be forwarded by registered mail.

D-6206. EXAMINING BOARDS AT WASHINGTON.

(1) The examining boards at Washington, D. C., shall assign a mark on a scale of 4.0 (100 for pharmacist) for the written examination. They shall also assign a mark for the service record of the candidate in which shall be taken into consideration the mark assigned by the local board on the candidate's officer-like qualities.

(2) The marks thus assigned to each candidate, provided no such mark is below 2.5, shall be combined by the examining boards at Washington in accordance with the following formula. The result is the general multiple of the candidate to determine his position in the final order of merit list.

$$\frac{3 \times \text{written} + 3 \times \text{practical} + 4 \times \text{record}}{10}$$

As a pay clerk must perform a larger proportion of clerical duties as compared to other warrant officers the formula to be applied to the examination marks for acting pay clerks shall be

$$\frac{5 \times \text{written} + 2 \times \text{practical} + 3 \times \text{record}}{10}$$

Because of theoretical and practical knowledge of certain sciences, which pharmacists must have, the formula to be applied to the examination mark for pharmacists shall be

$$\frac{4 \times \text{written} + 4 \times \text{practical} + 2 \times \text{record}}{10}$$

(3) Any candidate whose mark in the written, the practical, or the record examination is below 2.5 shall be considered as having failed in the examination and shall not be given a multiple. Such candidate will not be granted a reexamination, but he may apply for examination the succeeding year, if then eligible. For pharmacists a mark of not less than 65 in any one subject and a general average of 75 is required.

(4) The report of the examination of each candidate, with the recommendation of the examining boards at Washington, shall be forwarded to the Secretary of the Navy (Office of the Judge Advocate General).

D-6207. DETAILED INSTRUCTIONS FOR CONDUCTING WRITTEN EXAMINATIONS.—In conducting the written examination, the following instructions will be followed:

- (a) Each examination day is divided into two periods of three hours each, with an intervening recess of at least one hour. One group of questions under separate seal is assigned for each period; the seal is to be broken and the group of questions to be given out at the beginning of the period. The prescribed sequence must not be departed from.
- (b) Each day's work shall begin at 9 o'clock as nearly as practicable.
- (c) The instructions for candidates shall be read and explained to them during the first period before the first group of questions is given out. It must be made clear to them that the general character of their examination papers, including writing, clearness of expression, spelling, and attention to instructions, will be taken into account by the naval examining board in assigning marks. The work for each period must begin on a new sheet and must be complete in itself. Legal cap paper 8 x 13 inches must be used.

- (d) A candidate having finished the group of questions assigned for that period may be allowed to leave the examination room. Before leaving the room he must be required to close his examination papers for that period, whatever may be the reason for leaving and whether he has finished answering the questions or not. No candidate who leaves the room shall be allowed to return during that period, nor shall he be allowed to add anything to the answers he has submitted for that period either at that time or thereafter, nor shall any candidate be detained longer than three hours on any group of questions.

D-6208. ACTING APPOINTMENTS; ISSUANCE AND REVOCATION.

(1) After a candidate for warrant rank has successfully passed the required examinations he will be deemed eligible for appointment in the grade in which qualified. Qualified candidates for warrant rank, except pharmacist and acting pay clerk, are given acting appointments.

(2) Every person on receiving an appointment from the Navy Department to any office in the Navy, shall immediately forward a letter of acceptance, together with the oath of office duly signed and certified.

(3) When an enlisted man accepts an acting appointment as a warrant officer, a notation should be made on his service and health records to that effect, the service record forwarded to the Bureau and the health record to the Bureau of Medicine and Surgery.

(4) There is no objection to the reenlistment of a warrant officer serving under an acting appointment whose appointment is revoked and whose term of enlistment has expired (except for reasons which might preclude his reenlistment), with a view to preserving to the man his continuous service as an enlisted man. Such revocation does not terminate his enlistment; he must be discharged and then, if qualified, reenlisted.

D-6209. PERMANENT WARRANTS.

(1) A warrant officer with an acting appointment is eligible after one year's sea service for a permanent warrant, bearing the same date as the acting appointment, providing the commanding officers under whom he has served favorably certify as to his qualifications and merit.

(2) In the case of an enlisted man appointed as warrant officer, although his appointment does not discharge him from his enlistment, he is not reenlisted upon the expiration of his enlistment contract, but continues on under his sole status as warrant officer. He is not regarded as an enlisted man after he receives his permanent warrant even before the expiration of his enlistment. There is no reason for preserving his enlisted status after he has received his permanent warrant because he does not at any time, by reason of operation of law, revert to his previous status as an enlisted man.

D-6210. QUALIFICATIONS FOR BOATSWAIN.—A candidate for appointment as boatswain must have the following qualifications:

- (a) Be serving under continuous service as a chief petty officer or petty officer, first class, of any rating of the seaman branch.
- (b) Have served not less than seven years on board cruising vessels of the Navy and not less than one year of that time as a chief petty officer or petty officer, first class, of the seaman branch.
- (c) Be a thorough and practical seaman. Be thoroughly familiar with handling boats under oars and sails, handling boats in the surf, lowering and hoisting boats in a seaway, and the equipment and care of boats. Understand cutting and fitting rigging, weighting, securing, and carrying out of anchors, working of cables with mod-

ern appliances, erection and securing of shears, handling of purchases, masting ships, securing yards, and understand piloting and dead reckoning.

D-6211. EXAMINATION FOR BOATSWAIN.

(1) The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough and practical boatswain, and the board will endeavor to ascertain his practical knowledge of the following:

- (a) Cutting and fitting rigging according to the regulations.
 - (b) Weighting, securing, and transportation of anchors, and working cables with modern appliances.
 - (c) Erecting and securing shears, handling of purchases, and securing yards.
 - (d) Knotting and splicing, including splicing of wire rope, and such palm and needle sailmaking as is met with on board modern ships.
 - (e) All methods of signaling.
- (2) Each candidate will also be required:
- (a) To take charge of a company of Infantry and demonstrate his ability to put it through the manual of arms and squad and company drill in close and extended order.
 - (b) To take charge of a section of artillery and exercise it both ashore and afloat.
 - (c) To station and drill a gun's crew of the main and secondary batteries.
 - (d) To exercise a squad in physical drill.
 - (e) To take charge of a ship's cutter or whaleboat and demonstrate his ability to act as boat officer, both under sail and under oars.
- (3) The written examination will be based on the following subjects:
- (a) General information and instructions:
 - (1) U. S. Navy Regulations.
 - (2) Bureau manuals.
 - (3) General orders.
 - (4) Duties of a boatswain.
 - (5) Duties of a division officer.
 - (6) Duties of a boat officer.
 - (7) Official correspondence.
 - (8) Current history.
 - (9) Geography.
 - (10) Arithmetic—addition, subtraction, multiplication, division, ratio, percentage, interest, fractions (common and decimal), cancelation, proportion, and mensuration.
 - (b) Seamanship:
 - (1) Boats—types, equipment, and construction.
 - (2) Handling of boats under—(1) oars, (2) sail, (3) power.
 - (3) Boat salutes.
 - (4) Lowering and hoisting of boats.
 - (5) Cordage, canvas, and purchases.
 - (6) Anchor gear, cables, anchoring, mooring, clearing hawse, and docking.
 - (7) Rules for preventing collisions—international and inland.
 - (8) Signals—(1) semaphore, (2) lights, (3) flags.
 - (9) General knowledge of ship construction—nomenclature, division by decks and compartments, numbering of compartments, drainage system, preservation of hull.

- (10) Handling of ships alongside docks and at sea.
- (11) Towing; use of oil at sea.
- (12) Handling of boats in a surf.
- (13) Carrying out anchors, and kedging.
- (14) Laws of storms.
- (15) Buoyage system in the United States.
- (16) Piloting and dead reckoning.
- (c) Ordnance and gunnery:
 - (1) Duties of beach master.
 - (2) Landing Force Manual, U. S. Navy:
 - Drill Regulations—definitions, introduction, and general rules for drills and formations.
 - Infantry—weapons, orders, commands, and signals.
 - Infantry drill—school of the recruit, the squad, the platoon, and the company.
 - Artillery—general principles, organization, etc.; school of the platoon.
- (d) Navigating and piloting:
 - (1) Detailed description of magnetic compass, binnacle, and compensator; compass error, variation, deviation; how to apply compass error.
 - (2) Piloting vessels in channels and harbors and along coasts; fixing positions on soundings by various methods; knowledge of methods of plotting position by radio-compass bearings.
 - (3) Navigating by dead reckoning; use of patent log, speed—r. p. m.
 - (4) Use of charts, use of Notices to Mariners, correction of charts.
 - (5) Tides, tide tables.
 - (6) Winding chronometer; chronometer error by radio time signal.

D-6212. QUALIFICATIONS FOR A GUNNER.—A candidate for appointment as a gunner must have the following qualifications:

- (a) Be serving under continuous service as a chief petty officer or petty officer, first class, of one of the following ratings, gunner's mate, torpedoman, turret captain, fire-controlman, aviation ordnanceman.
- (b) Have served not less than 7 years on board cruising vessels of the Navy.
- (c) In the special case of a man who has been assigned to aviation duties for more than 5 years, he must have had not less than 2 years sea duty.
- (d) Understand the construction, method of dismounting and assembling, and the procedure in remedying defects in breech-loading rifles, rapid-fire and machine guns of service types, and the magazine rifles and other service arms, in use in the naval service.
- (e) Understand the construction, adjustment, care, and preservation of fire-control installations, optical instruments, mines, and torpedoes; the use of such tools as are supplied for repairing and overhauling ordnance on board ship.
- (f) Be able to put up all kinds of ammunition; to take impressions of vent, and bore, to star-gage guns; to adjust, verify, and use sights; to fit all gun gear.
- (g) Understand and be able to explain the action of fuses in use in the naval service.

- (h) Understand the manner of fitting magazines, shell rooms, shell houses, and lightrooms; the manner of stowing and caring for powder, projectiles, pyrotechnics, and all other ordnance stores afloat and on shore, and the method of keeping the ammunition account.
- (i) Be conversant with all orders and regulations in regard to the care and handling of ordnance material and stores afloat, and on shore, and with the explosive charges for guns and projectiles of all calibers, and be familiar with all safety precautions.
- (j) Understand ratio, percentage, interest, fractions, cancelation, proportion, and mensuration.
- (k) Be familiar with the Navy Regulations and the Rules of the Road.
- (l) Understand piloting and dead reckoning.

D-6213. EXAMINATION FOR GUNNER.—

(1) The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough and practical gunner, and the board will endeavor to ascertain his practical knowledge of the following:

- (a) The handling of guns and mounts of the main and secondary batteries—dismounting, repairing, and the assembling of parts; preparation for battle; care and preservation.
- (b) Star-gaging, bore-searching, and taking impressions of bore and vent.
- (c) Sights—their mounting, adjustment, and repair; bore-sighting alinement under all conditions.
- (d) Small arms—dismounting, repair, and assembling; care and preservation.
- (e) Ammunition—make-up of charges (including high explosives); marking, inspection, handling, care, and preservation; tests, safety orders and precautions; issue and receipt.
- (f) Magazines and shell rooms—construction; safety and mechanical devices; plans and methods of stowage.
- (g) Torpedoes and torpedo tubes—overhaul, repair, adjustment, firing, recovery, routines, tests, receipt, issue, transfer, care, and preservation.
- (h) Mines—assembling, laying and recovery, stowage, issue, receipt, care, and preservation.
- (i) Fire-control instruments under cognizance of the gunnery department—adjustment, use, packing, transportation, issue, receipt, care, and preservation.
- (j) Turret training, elevating and ammunition-supply apparatus—dismounting, repair, operation, tests, care, and preservation.
- (k) Fire-control installations—construction, operation, care, and preservation.
- (l) Storage and other batteries as applied to ordnance uses—firing and sight-lighting systems.
- (m) Detailed knowledge of all aircraft and antiaircraft ordnance material.
- (n) Detailed knowledge of calibration of guns.
- (o) Air compressors and air plants—operation, tests, repair, assembly and disassembly, care, upkeep, and preservation.
- (p) All work as carried out at the naval proving ground, as follows:
 - (1) Proof of guns and mounts.
 - (2) Proof of powder.
 - (3) Proof of shell.

- (4) Proof of armor.
- (5) Proof of fuses, primers, and tracers.
- (6) Proof of powder cases.
- (7) Proof of high explosives.
- (8) Measurement of velocities and methods used.
- (g) Gun construction, shop work, inspection, test, building up of the gun, relining, inspections, radial expansion method.
- (r) Machine tools; as supplied to first-rate ships; ordnance outfit.
- (s) Diving; thorough knowledge, and ability to take entire charge of operations.
- (t) Reports and returns; clerical ability.
- (2) Each candidate will also be required:
 - (a) To take charge of a company of infantry and demonstrate his ability to put it through a physical drill, the manual of arms, and squad and company drill in close and extended order.
 - (b) To take charge of a section of artillery and exercise it both ashore and afloat.
 - (c) To station and drill a gun's crew of the main and secondary batteries.
 - (d) To exercise a squad in physical drill.
 - (e) To take charge of a ship's cutter or whaleboat and demonstrate his ability to act as boat officer, both under sail and under oars.
- (3) The written examination will be based on the following subjects:
 - (a) General information and instructions:
 - (1) U. S. Navy Regulations.
 - (2) Bureau manuals.
 - (3) General orders.
 - (4) Duties of a gunner.
 - (5) Duties of a division officer.
 - (6) Duties of a boat officer.
 - (7) Official correspondence.
 - (8) Current history.
 - (9) Geography.
 - (10) Arithmetic—addition, subtraction, multiplication, division, ratio, percentage, interest, common and decimal fractions, cancelation, proportion, and mensuration.
 - (b) Seamanship:
 - (1) Rules for preventing collisions—international and inland; buoyage system in the United States.
 - (2) Loading guns in boats and landing guns from boats.
 - (3) Handling boats in a surf.
 - (4) Piloting and dead reckoning.
 - (c) Ordnance and gunnery:
 - (1) Thorough knowledge of Landing Force Manual, U. S. Navy.
 - (2) Naval ordnance—
 - Service explosives; recoil and counter recoil systems; naval rifled guns; details of gun construction; naval gun mounts; breech mechanisms; naval gun sights; firing attachments and gas expelling devices; armor; projectiles; ammunition and ammunition stowage; naval proving ground work; aircraft, antiaircraft, and field guns.

(3) Ammunition and explosives—

Making up of service ammunition and explosives; tests and inspection of all service ammunition; safety precautions; pyrotechnics; erosion; and dispersion (reference, Ordnance Pamphlet No. 4).

(4) Torpedoes and accessories—

Torpedoes; torpedo tubes; air compressors; accumulators; and separators (reference, Ordnance Pamphlet No. 3).

(5) Fire control—

Fire control main and secondary batteries (reference Ordnance Pamphlet No. 0).

(6) Turret installations (reference, Ordnance Pamphlet No. 0).**(7) Mines (reference, Ordnance Manual on Mines).****(8) Small arms and machine guns (reference, Ordnance Manual).****(9) Diving (reference, Diving Manual).****D-6214. QUALIFICATIONS FOR AN ELECTRICIAN.—**

(1) A candidate for appointment as electrician must have the following qualifications:

- (a) Be serving under continuous service as a chief petty officer or petty officer, first class, as an electrician's mate.
- (b) Have served not less than 5 years on board cruising vessels of the Navy, and not less than 1 year of that time as chief electrician's mate or electrician's mate, first class.
- (c) In the special case of a man who has been assigned to aviation duty for more than 5 years, he must have had not less than 2 years' sea duty.
- (d) Be a competent electrician.
- (e) Be fully conversant with the design, construction, assembly and disassembly, care, management, repair, overhaul, and preservation of all electrical apparatus found on board modern vessels of the Navy.
- (f) Be familiar with the use of all tools for repairing electrical machinery.
- (g) Be familiar with the construction, care, and repair of electric generators, internal-combustion engines, all types of measuring and testing instruments, radio apparatus, and all types of batteries.
- (h) Be familiar with the power, lighting, and interior communication systems aboard ship and with ordnance apparatus that is electrically operated.
- (i) Be able to read sketches and make working drawings of machinery.

D-6215. EXAMINATION FOR ELECTRICIAN.—

(1) The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough and practical electrician, and the board will endeavor to ascertain his practical knowledge of the following:

- (a) Use of tools supplied for repairing electrical machinery at sea, including machine tools on board.
- (b) Electric generators and their auxiliaries: construction, care, operation, overhaul, and repair.
- (c) Internal combustion engines.
- (d) All types of generators—function of parts; ability to operate, dismount, and repair; knowledge of prevention and correction of faults.
- (e) All types of motors with controlling apparatus—functions of parts, ability to operate, dismount, and repair; knowledge of prevention and correction of faults.

- (f) Measuring and testing instruments: construction, adjustment, and operation.
 - (g) Dynamo-room practice—operation and handling of switchboards; knowledge of connections; operating with various loads; tests.
 - (h) Interior communications—telephones and bell circuits; all signaling and protection devices; correction of faults.
 - (i) Lighting and power systems—wiring and fixtures; installation and protection; correction of faults.
 - (j) Radio apparatus—care and use.
 - (k) All types of batteries—construction and operation, care, and preservation.
 - (l) Sketching; reading drawings; records and returns.
 - (m) Ordnance material, electrically operated.
 - (n) Gyrocompasses: design, overhaul, repair, operation, care, and upkeep.
- (2) In addition, each candidate will be required:
- (a) To take charge of a company of infantry and demonstrate his ability to put the company through the manual of arms.
 - (b) To exercise a squad in physical drill.
- (3) The written examination will be based on the following subjects:
- (a) General information and instructions:
 - (1) U. S. Navy Regulations.
 - (2) Bureau manuals.
 - (3) General orders.
 - (4) Duties of an electrician.
 - (5) Duties of a division officer.
 - (6) Duties of a boat officer.
 - (7) Official correspondence.
 - (8) Current history.
 - (9) Geography.
 - (10) Arithmetic—addition, subtraction, multiplication, division, ratio, percentage, interest, common and decimal fractions, cancelation, proportion, and mensuration.
 - (b) Electricity:
 - (1) Units.
 - (2) Construction, care, repair, and operation of alternating current and direct current generators and motors.
 - (3) Switchboards.
 - (4) Wiring systems.
 - (5) Instruments.
 - (6) Safety devices.
 - (7) Starting devices.
 - (8) Interior communications.
 - (9) Fire control.
 - (10) Gyrocompass.
 - (11) Radio apparatus and radio compass care and operation—elementary knowledge of.
 - (12) Searchlights—care and operation.
 - (13) Storage batteries—care and operation.
 - (14) Operation and care of dynamo room machinery.
 - (15) Telephones.

D-6216. QUALIFICATIONS FOR RADIO ELECTRICIAN.

A candidate for appointment as a radio electrician must have the following qualifications:

- (a) Be serving under continuous service as a chief petty officer or petty officer, first class, in the rating of radioman.
- (b) Have served not less than 5 years on board cruising vessels of the Navy, and not less than 1 year of that time as chief radioman or radioman, first class.
- (c) In the special case of a man who has been assigned to aviation duties for more than 5 years he must have had not less than 2 years' sea duty.
- (d) Be a competent radioman.
- (e) Be familiar with the use of all tools for repairing electrical machinery used in radio transmission.
- (f) Be familiar with the construction, care, operation, overhaul, and repair of alternating and direct current generators and motors and with various types of internal-combustion engines.
- (g) Be familiar with all radio apparatus, equipment, and supplies, and with all types of storage batteries and with testing and measuring instruments.
- (h) Be familiar with the Navy Regulations and all current instructions regarding the Naval Communication Service and the provisions of various international telegraphic conventions.
- (i) Be able to read sketches and make working drawings of machinery.
- (j) Be graduate of Radio Material School prior to recommendation.
- (k) Demonstrate ability to sketch wiring diagrams and read blueprints of radio and sound equipment.

D-6217. EXAMINATION FOR RADIO ELECTRICIAN.

(1) The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough and practical radio electrician and the board will endeavor to ascertain his practical knowledge of the following:

- (a) Use of tools supplied for repairing radio electrical machinery and apparatus.
- (b) Construction, care, operation, overhaul, and repair of all types of direct and alternating current generators and motors, and combination of such machines.
- (c) Internal-combustion engines and their auxiliaries.
- (d) All forms of control apparatus for generators and motors, including switchboard control.
- (e) Measuring and testing instruments—construction, adjustment, and operation.
- (f) Care and use of all radio apparatus.
- (g) All types of batteries, primary and secondary—construction and operation, care and preservation.
- (h) Sending and receiving radio messages in accordance with standard test for chief radioman.
- (i) Knowledge of Navy regulations and instructions regarding the naval communication service.
- (j) Knowledge of practice of naval communication service as given in Communication Instructions, United States Navy.
- (k) Knowledge of provisions of effective International Radio Telegraph Conventions.
- (l) Ability to read sketches and make working drawings of machinery.

- (m) Be familiar with different types of sound apparatus.
- (n) Demonstrate ability to make, read, and explain wiring diagrams of radio and sound equipment.
- (2) The written examination will be based on the following subjects:
 - (a) General information and instructions.
 - (1) U. S. Navy regulations.
 - (2) Bureau manuals.
 - (3) General orders.
 - (4) Courts and boards.
 - (5) Duties of a radio electrician.
 - (6) Duties of officer in charge of a naval radio station.
 - (7) Duties of a division officer.
 - (8) Duties of a boat officer and patrol officer.
 - (9) Civil government.
 - (10) Geography.
 - (11) Current history.
 - (12) Official correspondence and accountability for Government property.
 - (13) Arithmetic, logarithms, elementary algebra, geometry, and trigonometry.
 - (b) Electricity.
 - (1) Fundamental knowledge of D. C. and A. C. theory.
 - (2) Construction, care, repair, and operation of A. C. and D. C. motors and generators.
 - (3) Batteries—repair, care, and operation.
 - (4) General knowledge of switchboards, safety devices, starting equipment, interior communication systems, etc.
 - (5) Wiring systems, A. C. and D. C., types of cable and wire used.
 - (6) Knowledge of electrical measurements.
 - (7) General knowledge of self-synchronous systems.
 - (8) General knowledge of gas and Diesel engines.
 - (c) Radio and sound.
 - (1) Transmitters and receivers—detailed practical and theoretical knowledge of the construction, care, repair, and operation.
 - (2) Radio direction finders—detailed theoretical and practical knowledge, including calibration and operation.
 - (3) Power supplies for transmitters and receivers—detailed theoretical and practical knowledge.
 - (4) General knowledge of different types of antennas and transmission lines and have an elementary knowledge of design.
 - (5) Radio test equipment—be familiar with construction and use of the standard test equipment, including signal generators, frequency meters, analysing sets, etc.
 - (6) Standard radio equipment on board various types of vessels and aircraft.
 - (7) Sound equipment—detailed theoretical and practical knowledge.
 - (8) General knowledge of radio wave propagation.
 - (9) Detailed knowledge of evaluating radio bearings and soundings and fixing position therefrom.
 - (d) Communications.
 - (1) Detailed knowledge of the communication instructions of the United States Navy, fleet instructions, and letters on radio and communications.

- (2) Demonstrated operating ability based on the requirements for chief radioman.
- (3) Organization of the communication system of the United States Fleet when ships are operating independently.
- (4) United States naval communication system ashore organization—routings, point to point and to the fleet.
- (5) Knowledge of publications required in the radio room and communication office.
- (6) Knowledge of commercial traffic and abstracting.
- (7) General knowledge of the Army and Coast Guard communication systems, and the major commercial radio communication organizations, including their national and international operations.
- (8) Have a general knowledge of coding duties and communication security.
- (9) Fleet organization and administration.

D-6218. QUALIFICATIONS FOR CARPENTER.—A candidate for appointment as carpenter must have the following qualifications:

- (a) Be serving under continuous service as a chief petty officer or petty officer, first class, of any rating of the artificer branch or aviation metalsmith.
- (b) If of the artificer branch, have served not less than five years on board cruising vessels of the Navy, and not less than one year of that time as a chief petty officer or petty officer, first class, of the artificer branch.
- (c) If of one of the aviation ratings mentioned, have served not less than five years in the Navy. If assigned to aviation duties for more than five years, have had not less than two years' sea duty. If assigned to aviation duties for less than five years, have had not less than three years' sea duty.
- (d) Be a good mechanic.
- (e) Possess a general knowledge of practical shipbuilding in wood, iron, and steel and of the qualities and strength of materials used.
- (f) Be able to read plans and make working sketches; to furnish estimates of cost of work and to keep account of stores.
- (g) Understand, in general, the care and preservation of ships, their equipment and fittings.
- (h) Be thoroughly conversant with the requirements of the Navy Regulations pertaining to the duties of a carpenter and of the first lieutenant.
- (i) Understand the details of all drills on board ship.

D-6219. EXAMINATION FOR CARPENTER.

(1) The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough, practical carpenter, and the board will endeavor to ascertain his practical knowledge of the following:

- (a) Skill in the use of tools, both hand and machine, in doing work in the trade or trades in which the candidate states he is skilled.
- (b) Knowledge of shipbuilding work in various trades and repair work on ships afloat.
- (c) Knowledge of care and preservation of hull and fittings.
- (d) Reading plans, laying off work from them, and making working sketches.

- (e) Knowledge of carpenter's stores carried on board ship, quantities required; their custody, care, and issue.
 - (f) Provisions of the regulations regarding the docking of ships, preparations of the dock and ship, and precautions to be taken in docking.
 - (g) Knowledge of principal shipbuilding materials, costs, and simple tests or inspections for quality.
 - (h) Officer-like qualities, as determined by the candidate's general bearing, appearance, alertness, and ability to handle men.
- (2) The written examination will be based on the following subjects:
- (a) General information and instructions:
 - (1) U. S. Navy Regulations.
 - (2) Bureau manuals.
 - (3) General orders.
 - (4) Duties of a carpenter.
 - (5) Duties of a division officer.
 - (6) Duties of a boat officer.
 - (7) Official correspondence.
 - (8) Current history.
 - (9) Geography.
 - (10) Arithmetic—addition, subtraction, multiplication, division, ratio, percentage, interest, common and decimal fractions, cancellation, proportion, and mensuration.
 - (b) Shipbuilding:
 - (1) General knowledge of ship construction.
 - (2) Division by decks and compartments.
 - (3) Numbering of compartments.
 - (4) Drainage and water systems.
 - (5) Care and preservation of ship's hull (including miscellaneous fittings, piping, and C. and R. machinery.
 - (c) Docking of ships:
 - (1) Examination and reports.
 - (2) Precautions in regard to openings in hull.
 - (3) Water in double bottoms.
 - (4) Drainage systems.
 - (5) Masts and rigging.
 - (6) Cleaning and painting of bottom.
 - (7) Painting ship.
 - (8) Paints.
 - (d) Boats:
 - (1) Building.
 - (2) Repair.
 - (3) Material.
 - (4) Equipment.

D-6220. QUALIFICATIONS FOR MACHINIST.

A candidate for appointment as machinist must have the following qualifications:

- (1) (a) Be serving under continuous service as a chief petty officer of the artificer branch, engine-room force, chief aviation pilot, aviation chief machinist's mate, or aviation chief metalsmith, or as a petty officer, first class, in any of these branches, having held such rating for a period of four years.

- (b) If of the engine-room force, have served not less than five years on board cruising vessels of the Navy and not less than one year of that time as a chief petty officer or petty officer, first class, of the artificer branch, engine-room force.
 - (c) If of one of the aviation ratings mentioned, have served not less than five years in the Navy. If assigned to aviation duties for more than five years, have had not less than two years' sea duty. If assigned to aviation duties for less than five years, have had not less than three years' sea duty.
 - (d) Be familiar with the various types of engines and boilers used in the Navy; their general proportions, the manner of putting them in operation, their adjustment, their preservation, and the precautions to be taken with them at sea and in port; be able to name the materials of the various parts of the engines and boilers, and demonstrate a familiarity with the physical characteristics of engineering materials.
 - (e) Be familiar with the care, construction, adjustment, and operation of the various auxiliary engines coming under the care of the engineer officer of a naval vessel, and with the fittings and dependencies of the main engines and boilers. He must thoroughly understand and be able to explain the evaporator plant found on board ship, and be able to show the advantages of using evaporators in double and triple effect.
 - (f) Be familiar with the Manual of Engineering Instructions.
 - (g) Be familiar with the use of the power tools and workshop appliances found on board ship, with modern machine-shop practice as applied to the construction and repair of engines and boilers and their dependencies, including the installation of main engines on board ship, and with the types of screw propellers used in the Navy.
 - (h) Be able to take indicator cards, to interpret and work them out, and explain how defects shown by the cards should be remedied.
 - (i) Be able to read drawings and make working sketches of parts of machinery, to lay out work, and prepare the station bill for the men of the engineer division for steaming and other duties.
 - (j) Be familiar with the kind and quantity of stores usually carried in the engineer department of a naval vessel, and know what spare parts are most necessary to have on hand.
- (2) (a) Applicants for appointment from civil life must not be less than 21 nor more than 30 years of age, and must furnish satisfactory evidence of good moral character and habits. They must be machinists by trade, and must submit evidence of having been employed as such in a machine shop for not less than 3 years.
- (b) In addition, they must have had 4 years' experience either in responsible charge of men in a machine shop ashore, or in charge of a watch in the engine room of a sea-going steamer. The aggregate of the 4 years' experience required may be divided among the three heads above, but no candidate shall be examined who cannot give satisfactory evidence of the fact that he is familiar through practical experience with the management of a marine engine and boiler plant and the routine of the machinery department of a sea-going vessel.

- (c) Each candidate shall be required to pass a satisfactory examination before a board of naval medical officers as to his physical fitness for the service.
- (d) The letters and recommendations furnished by candidates who have no naval record shall be used in making up their record mark, and the examination of such candidates shall be held at the navy yard or naval station nearest the candidate's home.

D-6221. EXAMINATION FOR MACHINIST.

(1) The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough and practical machinist, and the board will endeavor to ascertain his practical knowledge of the following:

- (a) The adjustment and management of marine engines; the management and care of marine boilers, including principles of firing used with different types of marine boilers, both natural and forced draft.
 - (b) The use of power tools and workshop appliances usually found on board ship.
 - (c) Quick repair under various conditions of breakdown of main engines, boilers, and auxiliaries.
 - (d) Taking indicator cards and working them out; the construction of simple curves of revolutions and speed, power, etc.
 - (e) Stores usually found in the engineer department on board ship, including coal and oil; how inspected and cared for and how used for economy.
 - (f) The care and management of the various auxiliaries used on board a naval vessel, with special reference to the evaporating and refrigerating plants.
 - (g) The interpretation of machinery drawings and knowledge of the material of the various parts of marine engines and boilers.
 - (h) The meaning of signals regarding the engines from deck to engine room. The reading of various gages used in the engine and fire rooms.
- (2) Each candidate will also be required:
- (a) To take charge of a division assembled at quarters and to make the required reports.
 - (b) To exercise a squad in physical drill.
- (3) The written examination will be based on the following subjects:
- (a) General information and instructions:
 - (1) U.S. Navy Regulations.
 - (2) Bureau manuals.
 - (3) General Orders.
 - (4) Duties of a machinist.
 - (5) Duties of a division officer.
 - (6) Official correspondence.
 - (7) Current history.
 - (8) Geography.
 - (9) Arithmetic—addition, subtraction, multiplication, division, ratio, percentage, interest, common and decimal fractions, cancellation, proportion, and mensuration.

(b) Engineering:

(1) Main engines—

Inspection, alinement, adjustments, care, repair, safety precautions, and operation of reciprocating engines, turbines, Diesel engines, and electric drive.

Sketches and description of engines and parts.

Oils and materials.

(2) Boilers—

Sketches and description of various types used in the Navy, including all fittings and piping.

Cleaning, testing, and inspection.

Operation, safety precautions, and casualties.

Gas analysis and fuels.

(3) Internal-combustion engines—2-cycle, 4-cycle; gasoline and Diesel.

Care, repair, and operation. Safety precautions.

(4) Auxiliaries—sketches, description, repair, adjustment, operation, casualties, and safety precautions of all auxiliary machinery on board ship (including machine shop, blacksmith shop, coppersmith shop, and foundry practice).

(5) Storage batteries—care and operation.

D-6222. QUALIFICATIONS FOR PHARMACIST.—A candidate for appointment as pharmacist must have the following qualifications:

(a) Be serving as a chief pharmacist's mate.

(b) Have served not less than 3 years in the Navy, and not less than 2 years of that time on board cruising vessels.

(c) Possess a thorough knowledge of the following subjects: Pharmacy, materia medica, toxicology, chemistry, minor surgery, hygiene.

(d) Be able to demonstrate, both practically and theoretically, a thorough familiarity with the current pharmacopeia, more particularly its pharmacy and materia medica; chemistry sufficient to enable him to make qualitative analyses, uninvolved volumetric quantitative estimations (for the latter books are permitted), and urinalyses; minor operations, applications of splints, bandages, etc.

(e) Be well informed regarding the commissary duty at hospitals.

(f) Be able to demonstrate his ability in the inspection of foods such as meats, fish, poultry, etc., and in determining the presence of preservatives and adulterants in milk, butter, jellies, coffee, sugar, and tinned vegetables and fruits.

D-6223. EXAMINATION FOR PHARMACIST.

(1) The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough and practical pharmacist, and the board will endeavor to ascertain his practical knowledge of the following:

(a) Pharmacy (materia medica and toxology): A thorough practical familiarity with the current pharmacopeia, preparation of medicines from crude drugs, such as powders, extracts, tinctures, infusion, assays, etc.; proper administration of medicines as to form, method, dose, etc.; compounding of prescriptions, preparation of antidotes, the use of concentrated stock solutions; proper storage of supplies.

(b) Chemistry (organic and inorganic): The carrying out of certain qualitative and quantitative analyses, urinalyses, water analyses and the examination of foods for preservatives and adulterants.

- (c) Minor surgery: Application of splints, bandages, dressings, etc.; emergency surgery such as placing of sutures and ligatures, arrest or hemorrhage, treatment of shock, operating-room and surgical preparation and technic; general first-aid measures and use of stretchers and field transportation and drills outlined in Drill Book for the Hospital Corps.
 - (d) Hygiene and sanitation: Familiarity with matters pertaining to hygiene and sanitation, such as water, air, ventilation, the disposal of wastes ashore and afloat, location of camps and camp sites, disinfection of ships and hospitals, and precautionary measures, for the prevention and spread of contagious and infectious diseases, etc.
 - (e) Administration:
 - (1) Administration and internal organization of naval hospitals according to Navy Regulations and the Manual for the Medical Department, United States Navy.
 - (2) Hospital supplies and property accountability; preparation of requisitions, public bills, invoices, services, outfits, supplies, and transfer of stores according to Navy Regulations and Manual for the Medical Department, United States Navy.
 - (3) Commissary supervision; measures to be taken for the purchase, inspection, supervision, and disposition of all stores and equipment of the commissary department; preparation of bills of fare, foods, and special diets; management of store-rooms, pantries, kitchens, and mess halls (Manual for Medical Department, U.S. Navy).
 - (4) Examination of foods: Ability in the inspection of foods, such as meats, fish, poultry, etc., and the determining of preservatives and adulterants in such articles as milk, butter, jellies, and tinned vegetables and foods.
 - (5) Clerical duties: Supervision of general correspondence, preparation of official and unofficial letters and other correspondence, endorsements, reports and returns, care of health records, use of the various blank forms of the Medical Department.
 - (f) Officer-like qualities, as determined by the candidate's general bearing, appearance, alertness, executive ability, and ability to handle men.
- (2) The written examination will be based on the following subjects:
- (a) General information and instructions:
 - (1) Duties of a pharmacist.
 - (2) U. S. Navy Regulations.
 - (3) Bureau manuals.
 - (4) Current history.
 - (5) Geography.
 - (6) Arithmetic—addition, subtraction, multiplication, division, ratio, percentage, interest, common and decimal fractions, cancelation, proportion, and mensuration.
 - (b) Professional subjects:
 - (1) Pharmacy.
 - (2) Materia medica.
 - (3) Toxicology.
 - (4) Chemistry (organic and inorganic).
 - (5) Minor surgery.
 - (6) Hygiene and sanitation.

(7) Examination of foods.

(8) Administration.

a. Administration and internal organization of naval hospitals according to Navy Regulations and Manual of the Medical Department.

b. Hospital supplies and property accounting; preparation of requisitions; public bills; invoices; services; outfits; supplies and transfer of stores.

c. Clerical duties; supervision of general correspondence, preparation of official and unofficial letters, endorsements, reports and returns, health records, and blank forms.

D-6224. QUALIFICATIONS FOR ACTING PAY CLERK.

(1) A candidate for appointment as acting pay clerk must have the following qualifications:

(a) Be serving as a chief petty officer or petty officer, first class, in any branch.

(b) Have served not less than 3 years in the Navy and not less than 2 years of that time on board cruising vessels.

(2) All persons holding appointments as acting pay clerks will be warranted pay clerks after performing the duties of acting pay clerk for not less than one year and after successfully passing an examination to determine their mental, moral, and professional fitness to perform the duties of pay clerk by a board of three officers of the Supply Corps, the senior member of which board will not be below the rank of lieutenant commander, and after they shall have successfully passed the prescribed examination before a board of not less than two medical officers of the Navy.

D-6225. EXAMINATION FOR ACTING PAY CLERK.

(1) The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough and practical pay clerk, and the board will endeavor to ascertain his practical knowledge of the following:

(a) Handling a division at physical exercise.

(b) Marching a division from forecastle to quarter-deck and reporting to the executive officer.

(c) To demonstrate his ability as to his assigned duties at fire, collision, and general quarters.

(d) The administration of the financial section of the supply department, including preparation of pay rolls, accounts, returns, etc.

(e) Administration of the general-stores section of the supply department, including the requisitioning, receipt, custody, care, and accounting for supplies of all kinds.

(f) Administration of the general mess.

(g) Ship's store.

(h) Officer-like qualities, as determined by the candidate's general bearing, appearance, alertness, executive ability, and ability to handle men.

(2) The written examination will be based on the following subjects:

(a) Duties of pay clerks afloat as defined by Navy Regulations and instructions.

(b) Official correspondence.

(c) General information—history, geography, United States and world politics, current events, arithmetic (addition, subtraction, multiplication, division, ratio, percentage, interest, fractions, cancelation, proportion, and mensuration).

- (d) The organization of a supply department afloat, with description of the duties of the personnel assigned, with particular reference to the duties and responsibilities of pay clerks.
- (e) The administration of the financial section of a supply department afloat, including pay rolls, money accounts and returns, with particular reference to the customary duties of a pay clerk in connection with money and accounts.
- (f) Contracts, purchase orders, and public bills, afloat.
- (g) The administration of a mess afloat, including procurement and inspection of provisions; and provision records and returns with particular reference to the duties of a pay clerk placed in direct charge of the general mess.
- (h) Administration of the general stores section of a supply department afloat, including the procurement, stowage, issue, surveys, and records of various classes of stores; also inventories and returns with particular reference to the duties of pay clerk in charge.
- (i) Administration of the clothing and small-stores section of a supply department afloat, including procurement, issue, inventories, and accounts, records, and returns.
- (j) Operation of a ship's store, including procurement, sales and inventories of stock, records and returns, and the handling of proceeds of sales and profits.
- (k) References for candidates' study are:
 - (1) Navy Regulations.
 - (2) Supply Corps Manual.
 - (3) Bureau of Naval Personnel Manual.
 - (4) Supplies and Accounts monthly memoranda.

D-6226. QUALIFICATIONS FOR SHIP'S CLERK.

- (1) A candidate for appointment as ship's clerk must have the following qualifications:
 - (a) Be serving as a chief yeoman, or as a yeoman, first class.
 - (b) Have served not less than five (5) years on board a cruising vessel of the Navy, or equivalent duty with aircraft in the organization of the seagoing forces of the Navy; and not less than one (1) year of that time as a yeoman, first class, or as a chief yeoman.
 - (c) Must have the qualities of loyalty, tact, industriousness, and co-operativeness.

D-6227. EXAMINATION FOR SHIP'S CLERK.

- (1) The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough and practical ship's clerk, and the board will endeavor to ascertain his practical knowledge of the following:
 - (a) Handling a division at physical exercise.
 - (b) The handling of a division at muster and at drills.
 - (c) His ability as to his assigned duties at fire, collision, and general quarters.
 - (d) His administration of the unit of which he is in charge.
 - (e) His officer-like qualities as determined by the candidate's general bearing, appearance, alertness, executive ability, and ability to handle men.
 - (f) Must be capable of acting in a supervisory and advisory capacity in connection with the clerical force on board ship, or at a naval activity ashore.

- (2) The written examination will be based on the following subjects:
- (a) Correspondence. Chapter 52, U. S. Navy Regulations.
 - (b) Mail and Navy Mail Clerks. Chapter 53, U. S. Navy Regulations.
 - (c) Organization of the Navy.
 - (d) Make an organization chart of a naval vessel or a major shore station, including duties in general of the commanding officer, executive officer, and heads of departments.
 - (e) General information, U. S. History, U. S. Naval History, geography, and current events.
 - (f) U. S. Navy Regulations.
 - (g) Must have a thorough knowledge of the following chapters in Naval Courts and Boards:
 - 1. Chapter I.
 - 2. Chapter V.
 - (h) Bupers Manual.
 - (i) Navy Filing Manual.
 - (j) General Orders.
 - (k) Cognizance of material.
 - (l) Be sufficiently familiar with the contents of all naval publications, orders, and instructions; and other government publications in order to know how and where to obtain information necessary to the commanding officer in the carrying out of his official duties.
 - (m) Social correspondence—formal and informal, with appropriate salutation and complimentary close for letters addressed to officials of the United States, to officials of any state or city, and to officials of a foreign government.
 - (n) Prepare formal invitations, and formal notes of acceptance or regret.
 - (o) Must have an intimate knowledge of all duties performed by yeomen of all classes.
 - (p) Must be familiar with the constitution of Naval Courts and of Naval Boards and with the general procedure followed.
 - (q) Know how to write precepts, and be familiar with the forms used in connection with Naval Courts and Boards (Appendix F, N. C. B.)

D-6228. Qualifications for Torpedoman.

D-6229. Examination for Torpedoman.

D-6230. QUALIFICATIONS FOR AEROGRAPHER.

(1) A candidate for appointment as an aerographer must have the following qualifications:

- (a) Be serving under continuous service as a chief aerographer's mate, or as an aerographer's mate, first class.
- (b) Have served not less than five (5) years in the Navy, and not less than three (3) years of that time on board cruising vessels. Must have served at least one (1) year as a chief aerographer's mate or as an aerographer's mate, first class.
- (c) Must be a graduate of a naval school of aerography (advanced class).
- (d) Must be a competent aerographer's mate, and have an intimate knowledge of the duties of aerographer's mates of all classes.

D-6231. EXAMINATION FOR AEROGRAPHER.

(1) The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough and practical aerographer, and the board will endeavor to ascertain his practical knowledge of the following:

- (a) Handling a unit at physical exercise, the Manual of Arms, and simple marching routine for squads and sections.
 - (b) The handling of a unit at muster and at drills.
 - (c) His ability as to his assigned duties at fire, collision, and general quarters.
 - (d) His administration of the unit of which he is in charge.
 - (e) His officer-like qualities as determined by the candidate's general bearing, appearance, alertness, executive ability, and ability to handle men.
 - (f) Be fully conversant with the design, construction, assembly, and disassembly, care, management, repair, overhaul, and preservation of all aerological equipment found on board modern naval vessels, and at naval aerological offices ashore.
 - (g) Be familiar with the use of all tools for repairing aerological equipment.
 - (h) Understand the use of and the operation of a radio-sonde receiver, and be able to evaluate data obtained therefrom. Be able to prepare and test a radio-sonde transmitter for a sounding and make minor repairs and adjustments thereon.
 - (i) Be thoroughly familiar with the use of and correlation of upper air soundings, pilot balloon soundings, isentropic charts, 10,000 foot pressure charts, and synoptic surface charts for weather forecasting.
 - (j) Be completely conversant with the principles of weather forecasting and demonstrate this ability by independent forecasts based on series of synoptic charts and local indications. (Several series of charts covering common weather types of each season of the year should be selected for the above purpose by an aerological officer. The demonstration forecasts should describe the weather with reference to fronts and air masses for subsequent 24 and 48 hours, and should be correct in at least 85% and 70% of the cases, respectively.)
 - (k) Calibration and testing of various aerological recording instruments.
 - (l) Understanding of general weather conditions over ocean areas.
- (2) The written examination will be based on the following subjects:
- (a) General information—U. S. History, geography, oceanography, and current events.
 - (b) *Arithmetic*—addition, subtraction, multiplication, division, ratio, percentage, interest, common and decimal fractions, cancellation, proportion, and mensuration.
 - (c) Working knowledge of trigonometry, meteorological physics, and elementary principles of navigation.

- (d) Organization of a ship or of a major shore station, and the duties of the commanding officer, executive officer, heads of departments, and the aerological officer.
- (e) Pertinent parts of:
 - Navy Regulations.
 - Bureau Manuals.
 - General Orders.
 - Aerographer's Manual.
 - Current orders and instructions.
- (f) Preparation and analysis of weather maps.
- (g) Plot and compute pilot balloon soundings.
- (h) Analyze and evaluate a radio-sonde sounding.
- (i) Instruments, uses, adjustments, calibration, and repair of.
- (j) Uses of various meteorological charts and diagrams.
- (k) Discuss in detail various technical terms used to describe meteorological phenomena.
- (l) General weather conditions and phenomena throughout the world.
- (m) General knowledge of world climatology.
- (n) Organization and equipment for a complete aerological office, afloat or ashore. Office routine.
- (o) Records and reports.

D-6232. QUALIFICATIONS FOR PHOTOGRAPHER.

(1) A candidate for appointment as a photographer must have the following qualifications:

- (a) Be serving under continuous service as a chief photographer's mate or as a photographer's mate, first class.
- (b) Have served not less than 5 years on board cruising vessels of the Navy, or equivalent duty with aircraft in the organization of the seagoing forces of the Navy, and not less than one (1) year of that time as a chief photographer's mate or as a photographer's mate, first class.
- (c) Have served not less than three years in an aviation squadron or unit.
- (d) Must be a graduate of the Naval School of Photography.
- (e) Must be a competent photographer's mate, and have an intimate knowledge of the duties of photographer's mates of all classes.

D-6233. EXAMINATION FOR PHOTOGRAPHER.

(1) The practical examination will be conducted with a view to ascertaining whether or not the candidate is a thorough and practical photographer, and the board will endeavor to ascertain his practical knowledge of the following:

- (a) His officer-like qualities as determined by the candidate's general bearing, appearance, alertness, executive ability, and ability to handle men.
- (b) Handling a division at physical exercise or at muster and drills.

- (c) His ability to supervise the installation and use of ground cameras, aerial cameras, motion-picture cameras, and the various items of photographic equipment used in the Navy. Understand the operation and maintenance.
- (d) Be able to supervise photographic expeditions.
- (e) Be capable of operating a photographic laboratory.
- (f) Description, operation, and maintenance of the following classes of equipment used in the Navy:
 - (1) Still cameras (ground).
 - (2) Motion-picture cameras.
 - (3) Aerial cameras.
 - (4) Contact printers.
 - (5) Projection printers.
 - (6) Motion-picture printers.
- (g) Installation, including wiring, of aerial cameras in aircraft for:
 - (1) Reconnaissance using a fixed installation with camera remotely controlled by the pilot.
 - (2) Aerial mapping using an installation operated by the photographer.
- (2) The written examination will be based on the following subjects:
 - (a) General information—U. S. History, geography, current events.
 - (b) Arithmetic—ratio, percentages, interest, fractions, cancellation, proportion, and mensuration.
 - (c) Organization of a ship or of a major shore station, and the duties of the commanding officer, executive officer, heads of departments, and the photographic officer.
 - (d) Pertinent parts of:
 - Navy Regulations.
 - General Orders.
 - Bureau of Aeronautics Manual.
 - Bureau of Naval Personnel Manual.
 - Bureau of Supplies and Accounts Manual.
 - Circular Letters.
 - Photography technical bulletins.
 - Other official publications and instructions pertaining to photography issued from time to time.
 - (e) Optical systems as applied to photography, their special requirements, qualities, and limitations.

- (f) The uses and effects of the various chemicals used in photography.
- (g) Factors influencing quality of photographic prints, reasons therefor, and recommended methods of correcting or preventing defects.
- (h) Knowledge of theory of color films used in the Navy, their uses, and methods of processing.
- (i) Proper method of captioning.
- (j) Photographic reports, records, and the submission of requisitions—clerical ability.

CHAPTER 7

TRANSFERS AND DETAILS

D-7001. GENERAL—NAVAL PERSONNEL.

(1) The Bureau is charged by the Navy Regulations with the assignment to duty of all enlisted personnel. This duty includes the supply, distribution, transfer, and special assignment of enlisted personnel to meet the requirements of the fleet and the shore establishment.

(2) To this end, each ship and shore station is assigned a complement to include various ratings, the number and character of which are dependent upon the service or mission assigned. When the authorized enlisted strength of the Naval Establishment does not permit the employment of the total number required by all complements, it becomes necessary to assign operating allowances to certain ships and stations.

(3) The distribution of men depends, therefore, upon the requirements of the various units of the Navy, as indicated by their respective approved complement and allowance. As it is impracticable to assign all enlisted men to duty by name, assignments are usually made by rating only. The fact that a man holds a particular rating carries with it the presumption of his ability to perform the duties of that rating. Certain men, however, are peculiarly adapted for special duties, and all officers should carefully study the abilities and characteristics of the men under their command, in order that they may be placed in the positions where their services will be of the greatest value to the Navy.

(4) When it has been discovered that a man is incapable of performing the duties of the rating he holds, action should be taken toward reducing him to the one he is qualified to fill. The service does not benefit by the transfer of incompetent men from one command to another, and this practice but tends toward a lowering of the standard of petty officers.

(5) The Bureau has delegated certain details of the distribution of personnel to various administrative commands, as will appear in various instructions contained in this manual. These instructions are general and may be modified by the Bureau from time to time to meet the requirements of special situations as they arise.

(6) As greater efficiency can be developed with permanent crews, the Bureau does not approve of frequent transfers or of transfers made without regard to the best interests of the service. It has been found by experience that frequent transfers deprive the individual of a sense of personal interest and responsibility. However, all else being equal, due consideration should be given to individual requests for duty on particular ships or in certain localities.

(7) If separate orders have not been issued by higher authority, commanding officers, when transferring enlisted personnel who are entitled by law to transportation of dependents and household effects at government expense, shall prepare individual orders to them by name, so as to avoid any difficulty that might otherwise arise in regard to payment therefor.

(8) Unless so directed by the Bureau, commanding officers and others who issue orders transferring enlisted personnel entitled by law to transportation

of dependents and household effects at Government expense, by name, shall include no phraseology to the effect that the transfer in question is made at the request of the man or for his own convenience. Such wording would operate to deny transportation of the man's household effects. This shall not apply to cases where the transfer is subject to the proviso that it shall entail no cost to the Government.

(9) In all cases of transfer of enlisted men entitled to transportation of dependents and household effects the commanding officer will place by endorsement upon transfer orders the date of reporting. The original of all orders issued in connection with the change of station then being effected must accompany all men entitled to transportation of dependents and household effects. The above action is necessary to facilitate applications for transportation of dependents and household effects and claims for reimbursement.

(10) When any officer with authority to transfer enlisted men has occasion to direct the assignment of a Hospital Corpsman to a vessel to which no medical officer is attached, he should detail a chief pharmacist's mate or pharmacist's mate, first class. If no men of these ratings are available, a request should be made to the Bureau of Naval Personnel for the necessary personnel. In the absence of a medical officer the supervision of the physical welfare of the crew must devolve largely upon the commanding officer, whose experience, general education, judgment, and superior mental training make him better fitted to assume responsibility in an emergency, than the average Hospital Corpsman in the lower ratings. It is considered better in every way for a small vessel to put to sea without any Hospital Corpsman on board than to detail men liable to attempt medication beyond their capacity.

(11) Unless an offense committed by an enlisted man, temporarily serving with another command, is of such nature as to make it particularly desirable to have him tried at the command to which temporarily attached, his offense should be made the subject of a letter to the command carrying his records and account. This letter should recommend such disciplinary action as is deemed appropriate, and furnish the commanding officer of that activity a complete history of the offense, together with all facts necessary to base charges against the man. If his trial at his place of temporary duty is desired as prescribed above, his records and accounts should be transferred to his station of temporary duty and transferred back after completion of the disciplinary action.

D-7002. DISTRIBUTION OF ENLISTED PERSONNEL.

(1) Distribution of enlisted personnel shall be in accordance with specific instructions issued by the Bureau from time to time, and as the needs of the service demand. Current instructions will set forth distributions which are to be made direct by the Bureau. Certain administrative commands, afloat and ashore, will be designated by the Bureau to distribute personnel and effect transfers.

D-7003. REQUESTS FOR ENLISTED PERSONNEL.

(1) Requests for personnel should be addressed to the administrative command charged with distribution, or to the Bureau, as appropriate. In cases of separation from commands, and in an emergency, requests for personnel which ordinarily should have been made to the administrative command charged with distribution, may be sent direct to the Bureau, and information copy of request forwarded to the appropriate administrative command.

D-7004. EXPENSE OF EFFECTING TRANSFERS. GOVERNMENT CONVEYANCE TO BE USED WHEN PRACTICABLE.

(1) Government conveyance shall be used when effecting transfers whenever practicable. When this is impracticable, officers authorized to effect transfers may direct transportation at Government expense.

(2) If practicable within the time specified in the orders, or as prescribed in article D-7006, transfers directed by the Bureau shall be made by Government conveyance; otherwise, they shall be effected at Government expense, unless specific statement to the contrary is made.

(3) Dissemination of information regarding anticipated movements of Government vessels and intelligent use of this information by commanding officers will result in appreciable economy in the expenditure of funds for transportation. The cooperation of all officers is necessary to this end.

(4) When commanding officers receive orders to transfer a draft to a vessel, they will, if practicable, communicate with the commanding officer of that vessel and arrange for transfer to the point involving lowest transportation cost taking into consideration the needs of the vessel and the time when the transfer can be made.

(5) Administrative commands and commanding officers to whom authority has been delegated to distribute personnel and effect transfers, shall not, without prior reference to the Bureau, authorize or direct transfers of enlisted personnel who are entitled by law to transportation for dependents and household effects, unless the benefits to be derived from such transfers outweigh the cost thereof.

(6) For further details covering passenger transportation see U. S. Navy Travel Instructions.

D-7005. MEN ON GENERAL DETAIL.

(1) A man reporting aboard a receiving ship or at a receiving station shall immediately be placed on general detail unless the Bureau has directed otherwise.

(2) Men on general detail may be made subject to transfer on orders of certain officers afloat in accordance with current instructions of the Bureau.

(3) Care shall be taken by commanding officers of receiving ships and stations to report all men on general detail. Transfers from general detail to the crew of a receiving ship or station shall only be made on orders of the Bureau.

(4) Men on general detail who have submitted requests requiring action by the Bureau, including requests for leave, may, at the discretion of their commanding officer, be considered as not available for draft until such requests have been acted upon by the Bureau. Commanding officers should be careful that this provision is not abused and may use dispatches, if necessary, in order to reduce the number of men unemployed. This paragraph does not apply to men with less than 3 months to serve on current enlistment, who should be discharged immediately for the convenience of the Government, as laid down in article D-9104 (4) (e).

(5) Commanding officers of receiving ships should bring to the attention of the Bureau cases deserving of special attention or consideration, such as men returned from or ordered to foreign duty, men with dependents ordered to duty where there are difficulties attendant on their transportation, etc.

(6) Commanding officers of receiving ships and stations will submit a weekly report to the Bureau, on Form B. N. P. 626, of men on general detail available for transfer. Other data called for in the form will be completed, together with such additional information as may be prescribed by the Bureau from time to time.

D-7006. EFFECTING TRANSFERS ON BUREAU'S ORDERS.

(1) Unless otherwise specified, transfers directed by the Bureau shall be effected within the periods indicated below:

(a) From general detail, within 24 hours.

(b) From all shore stations, within 4 days.

(c) From all cruising vessels, within 4 days, and before leaving port in which order was received.

(2) Men may be held a reasonable time beyond the periods assigned above for the purpose of utilizing Government conveyance if appreciable saving in Government funds is effected thereby.

(3) Unless the Bureau's orders so state, men shall not be held to await the reporting of a relief. As there is no reserve or pool of personnel available to the Bureau, it is necessary, in cases of exchange between shore and sea duty that either the shore stations or the forces afloat operate with a vacancy during the time required to effect the exchange. As a general rule it is better that the shore station should so operate and the Bureau issues transfer orders in accordance with this policy.

(4) When orders are received from the Bureau directing transfer of a man who has been transferred to another vessel in the same locality, such orders will be forwarded to his present Commanding Officer for compliance.

(5) In case circumstances prevent the carrying out of transfers directed by the Bureau in the manner indicated in the individual orders or as provided for in this article, commanding officers shall notify the Bureau immediately.

(6) When a man has been ordered transferred by the Bureau, leave or delay en route shall not be authorized without the authority of the Bureau.

(7) When men are transferred in drafts of more than 10 a responsible petty officer shall be detailed to take charge.

D-7007. COMPARISON WITH SERVICE RECORD.—All men received for duty shall be compared with their service records for identification as soon as practicable. In case a discrepancy is found to exist, full report, together with a statement of the man concerned, shall be forwarded to the Bureau. (See Navy Regulations, arts. 826 and 1514.)

D-7008. TRANSMITTAL OF RECORDS.

(1) When men are transferred, the Bureau considers it of utmost importance that records be transmitted *immediately* by the most expeditious method to the new ship or station or to the ship on which the men are taking passage.

(2) Normally when an enlisted man is transferred singly, his records and pay account, sealed and addressed to the commanding officer of the new ship or station (or ship on which taking passage) shall be transmitted via the man himself. When two or more men are transferred, the records and pay accounts (sealed and addressed as above) shall be transmitted via the senior enlisted man or man in charge of draft where 10 or more men are being transferred.

(3) In cases where necessary, or when the commanding officer considers it advisable to waive the provisions of paragraph two (2) above, records and pay accounts shall be transmitted, on the earliest possible date, by special messenger or registered mail. However, in all cases where both records and pay accounts are not transmitted with the man or his draft the commanding officer shall forward a statement with the man being transferred, indicating when and by what means the missing papers will be forwarded. (See art. 1804 (4) N. R.) This statement should give sufficient information to the commanding officer receiving the man to enable him to initiate prompt action to obtain papers which are not received as scheduled.

(4) A copy of the transfer orders shall be forwarded by a separate mail to the new ship or station and shall be checked by the new ship or station with the original orders.

(5) In cases where the disbursing officer is separated from the command for which he is carrying accounts, the commanding officer shall issue orders, by the most expeditious method practicable under the circumstances, to close out and

forward direct to the new command, the pay accounts of a transferred man. If practicable, despatch or air mail shall be used. The disbursing officer shall forward pay accounts by air mail whenever it is anticipated that pay accounts will not reach the man's new station within 10 days of his arrival.

D-7009. LIST OF RECORDS ACCOMPANYING TRANSFERS.

- (1) In every case of transfer, the following papers shall be transmitted:
 - (a) Service record and continuous service certificate complete to date of transfer and signed by proper officers.
 - (b) Health record, complete and signed.
 - (c) Transfer pay accounts, single.
 - (d) Clothing record.
 - (e) Gunnery record.
- (2) No labels indicating contagious or other diseases shall be attached to the outside of service or health records. Other methods shall be employed to assure continuation of treatment after transfer.

(3) Commanding officers of training stations may attach labels to the outside of service records in cases of large drafts to indicate individual qualifications in trades, etc., to assist commanding officers afloat in the distribution of men, but the service record must not be defaced by any such label and it must be easily removable.

D-7010. RECORDS OF PATIENTS TRANSFERRED.—Records and accounts should accompany all patients transferred. If there is no attendant or petty officer in charge of the patient, to whom records and accounts can be intrusted, they will be forwarded in accordance with article D-7008 (3). Records and accounts of men transferred to a hospital not under naval jurisdiction shall be carried by the ship or station to which the man is attached, except as provided in article D-4001 (10).

D-7011. BAGGAGE, CLOTHING, AND EFFECTS ON TRANSFER.

(1) Baggage should accompany all men transferred. Men should be instructed to care for their baggage in order that further transfer may not be delayed on account of its nonarrival with them.

(2) In the case of transfers of patients to hospital ships, hospitals, or other stations, all their clothing and effects shall accompany them, if practicable, in charge of a responsible person who shall obtain a receipt therefor. If this is impracticable, clothing and effects shall be sent at the earliest possible moment thereafter, and in the same manner.

(3) Upon the receipt of drafts on board vessels of the Navy for passage, the commanding officer will assign an officer to take charge of the draft and be responsible for their well-being and insure the safeguarding of their personal effects. The commanding officer will provide the officer in charge of the draft with means to accomplish the above results, and just previous to transfer will cause bags to be inspected and clothing checked.

D-7012. PAY ACCOUNTS DURING TRANSPORTATION.

(1) Every effort should be made in transferring naval personnel to other ships or stations to provide them with all necessary articles of clothing and small stores prior to transfer, and to pay them such money as may be due, or a lesser amount if so requested, to meet all reasonable needs to date of reporting at destination.

(2) When men are transferred to a naval vessel for transportation and the destination of such men is known beyond doubt, the pay accounts should be inscribed with the name of the ship or station to which they will finally report for duty and the pay accounts will not be taken up for pay by the disbursing officer of such naval vessel upon which embarked for transportation except as provided herein,

(3) When men are transferred from a training station or receiving ship to a fleet or force for distribution, or where men are transferred under conditions which make it difficult to determine the ship or station to which they will finally be assigned, the pay accounts will not be inscribed with any designation of the ship or station to which transferred and such pay accounts will not be taken up for pay by other than the disbursing officer of the ship or station to which finally assigned for duty, except as provided herein.

(4) The pay accounts of men transferred to a naval vessel for transportation shall be taken up by the disbursing officer of such vessel when the voyage is more than 15 days' duration or when liberty is to be granted at ports en route or when it is necessary, in the opinion of the commanding officer, that the men be issued clothing and small stores or issued pay that is due. Otherwise the accounts of such men shall only be taken up if directed by the commanding officer.

(5) The pay accounts of men transferred to a vessel or station for further transfer shall be taken up by the disbursing officer of such ship or station when it is necessary that the men be issued clothing or small stores or that they be paid money on the regular semimonthly pay days. Otherwise the accounts of such men shall only be taken up if directed by the commanding officer.

D-7013. PAY ACCOUNTS NOT RECEIVED.

(1) Whenever enlisted men are received on board a ship or at a station without their pay accounts, they may, at the end of 2 weeks, if their accounts have not been received, be taken up for pay commencing with the fifteenth day after reporting on board such ship or at such station and will thereafter be given 50 per cent of the pay of their rating. If after 10 weeks from date of reporting their transfer pay accounts have not been received, they may thereafter be put in receipt of the full pay of their rating less any allotment or other deductions which should be made. The pay which accrued during the first 2 weeks after reporting and the 50 percent withheld during the succeeding 8 weeks will not be paid until the receipt and adjustment of the regular transfer pay account.

(2) Commanding officers will issue orders to supply officers or disbursing officers to make payments under authority of these instructions whenever enlisted men under their commands are received under the foregoing conditions.

(3) When it becomes necessary to transfer a man who has been taken up for pay under the foregoing conditions before the receipt of his regular transfer pay accounts, he will be given a "Memorandum transfer pay account", which will show the inclusive dates for which he has been paid and the total amount paid to him. In addition to this, the commanding officer will require a notation to be placed in his service record showing the total amount of money paid to such enlisted man prior to the receipt of his regular transfer pay account. No man who had been taken up for pay previous to receipt of his transfer pay account will again be transferred until this note is placed in his service record showing total payments which have been made.

D-7014. SERVICE OR HEALTH RECORDS NOT RECEIVED.—Before effecting further transfer of men received without service or health records, new records shall be opened and forwarded with them.

D-7015. ACTION IN CASE OF MISSING PAPERS.

(1) Whenever records or accounts are not received, every effort shall be made to trace them. Should all efforts fail to locate missing papers, a full report shall be made to the Bureau.

(2) Men shall not be held to await records or accounts, except at time of discharge.

D-7016. TRAINING STATIONS AND SERVICE SCHOOLS, REPORTING MEN AVAILABLE TRANSFER.

(1) Commanding officers of training stations will submit a weekly report to the Bureau, by despatch or teletype and letter, showing the number of recruits available for transfer, and the number transferred during the week. Include such other data as may be directed by the Bureau from time to time.

(2) Two weeks prior to graduation, commanding officers of service schools will submit separate reports to the Bureau, in letter form, reporting the total number of men who will be available for transfer upon completion of course of instruction, number in class already under orders to report to a particular ship or station, balance available for assignment by Bureau, and number of inapt students transferred to general detail.

D-7017. TRANSFERS FROM NAVAL HOSPITALS.

(1) When a patient at a naval hospital is returned to duty, he shall be transferred in accordance with the following policy:

- (a) If received from a vessel of the fleet, he shall be returned to that vessel, whenever its location is such as to make this procedure practicable. If not considered practicable, the Bureau shall be notified immediately.
- (b) If received from a shore station within the same naval district, he shall be returned to such duty therein as the commandant may direct.
- (c) If received from a shore station without the Naval district, request disposition from the Bureau of Naval Personnel, by letter, indicating probable date of discharge from treatment or availability for transfer.

(2) A request of a man under treatment at a naval hospital for transfer to another hospital for continuation of treatment shall be forwarded to the Bureau with an endorsement by the commanding officer as to the probable length of time before the man will be available for active duty. Transfers of this character will be approved only if the patient agrees to pay his own transportation to the hospital.

(3) Transfers of patients from one hospital to another at the expense of the Government will only be authorized upon the approved recommendation of a board of medical survey.

(4) Commanding officers of naval hospitals and hospital ships shall promptly notify the commanding officer of the ship or station to which a patient should return in accordance with paragraph (1), as soon as it is determined that the man's return to his own command will not be effected, together with the reasons therefor.

D-7018. TRANSFER PRIOR TO DISCHARGE.

(1) When a man who enlisted within the continental limits of the United States is serving in a ship or station within the continental limits of the United States, and is to be discharged, he will be discharged on his ship or station, and paid the travel allowance due him. (See art. D-7020 for exceptions.)

(2) When a man who enlisted within the continental limits of the United States is serving in a ship or station overseas therefrom, and is to be discharged without immediate reenlistment, he shall unless he elects otherwise, first be transferred to a convenient receiving ship or station within the continental limits of the United States for discharge.

(3) When a man who enlisted outside the continental limits of the United States is serving in a ship or station within the continental limits of the United States, and is to be discharged, he will be discharged on his ship or station and paid the travel allowance due him, if any.

(4) When a man who enlisted outside the continental limits of the United States is serving in a ship or station also outside the continental limits of the United States, and is to be discharged without immediate reenlistment he shall, unless he elects otherwise, first be transferred to a convenient receiving ship or station within the continental limits of the United States for discharge, and then be paid the travel allowance due him, if any.

(5) When discharge is by reason of expiration of enlistment, and the man is to be transferred to another activity for discharge, such transfer should be accomplished prior to the normal date of expiration of enlistment.

D-7019. WAIVERS OF TRANSPORTATION.

(1) When a man elects to be discharged on his ship or station under Paragraphs (2) and (4) of Article D-7018, in lieu of being transferred for discharge, he will be required to execute a waiver in the following form in the presence of a commissioned officer:

(Date)

I request to be allowed to be discharged on my present ship or station in lieu of being transferred to a convenient receiving ship or station within the continental limits of the United States. If this request is granted, I hereby voluntarily waive all claim to consular aid, to all transportation in kind, and to all travel allowance involved from place of discharge to place of acceptance for current enlistment.

(Signature)

(Rate)

Witnessed by:

_____, USN

Granted:

_____, USN
(Commanding)

(2) If, subsequent to execution of the above waiver, a man decides to reenlist immediately after discharge, and does so reenlist, the waiver shall be canceled by appropriate notation in service record and payment made for any travel allowance due.

(3) A waiver similar to that in paragraph (2) above may be executed under similar conditions by men about to be released from active duty because of pending transfer to the Fleet Reserve.

D-7020. TRANSFERS FOR DISCHARGE FOR DISCIPLINARY PURPOSES.

(1) Commanding officers of ships and stations within the continental limits of the United States shall transfer men who are to be discharged prior to expiration of enlistment, for causes not entitling them to travel allowance (see art. D-9103), or who are to be discharged with bad-conduct or dishonorable discharge, to the receiving ship or receiving station nearest their homes for discharge. This does not apply to vessels in the same port as the receiving ship or receiving station.

(2) Transportation by Government conveyance shall be utilized, if practicable.

(3) At the discretion of the commanding officer, an enlisted man may waive the above transportation in writing and be discharged from the ship or station to which attached. Such waiver, giving reason, must be entered on pages 9 and 10 of his service record, signed by the enlisted man, and approved by his commanding officer.

(4) When men are transferred in accordance with the provisions of this article, a letter explaining the circumstances of the transfer shall be forwarded to the commanding officer of the ship or station to which transferred for discharge and a copy sent to the Bureau of Naval Personnel.

(5) It is to be noted that transfers are not to be made for this purpose to any shore activity except receiving ships and receiving stations; however, the Bureau may make exceptions to this general rule from time to time as may be warranted by circumstances.

(6) No enlisted man shall be discharged outside the continental limits of the United States for disciplinary reasons, except as provided in Navy Regulations, article 1689 (1) and (4), and Filipinos and Chinese on the Asiatic station.

D-7021.

D-7022. TRANSFERS FOR UNDESIRABLE AND INAPTITUDE DISCHARGES, WHEN ENTITLED TO TRAVEL ALLOWANCE.

(1) Men whose discharges have been directed by reason of inaptitude, or by reason of undesirability for causes which article D-9103 and the U. S. Navy Travel Instructions specify as entitling them to payment of travel allowance, are not to be transferred to other stations for discharge without specific authority from the Bureau, unless the transfer via Government conveyance to a receiving ship nearer the place of acceptance for enlistment would, taking into account the pay received en route as against the amount of travel allowance involved, result in a saving to the Government of over twenty-five dollars (\$25). See article D-7020 for procedure in cases where men are not entitled to travel allowance.

(2) In unusual cases where, in the opinion of the commanding officer, the best interests of the service dictate an immediate separation of the man concerned therefrom, men in the above category who are entitled to travel allowance should, when United States citizens and within the continental limits of the United States, be discharged as soon as practicable, without regard to the availability of Government conveyance to a port nearer the place of acceptance for enlistment.

D-7023. TRANSFERS TO FOREIGN SERVICE.

(1) Unless orders are received from the Bureau to the contrary, men with less than 21 months remaining to serve on current enlistment or enlistment as extended shall not be transferred to the Asiatic or European station or to other similar duty outside the continental limits of the United States.

(2) Enlisted men about to be assigned to duty in Samoa shall be given a physical examination prior to sailing from the United States to determine their fitness for duty at that station.

(3) Whenever practicable, men with large families shall not be assigned to drafts being assembled for the Asiatic or other foreign stations. The Bureau does not recognize that the number of dependents should have a controlling influence in determining a man's duty; however, the dependents of certain men are entitled to transportation, and at times inadequate facilities for their travel exists. In view of this possibility, as well as of the limited funds available in the appropriation chargeable, the transportation of dependents in many cases is of doubtful expediency.

(4) Prior to effecting transfers to Samoa of men with dependents, the Governor of Samoa should be communicated with by despatch requesting information as to quarters available at that time.

D-7024. TRANSFERS TO SHORE DUTY.

(1) The Bureau will issue instructions from time to time relative to transfers of enlisted men to and from shore duty.

D-7025. TRANSFERS TO RECRUITING DUTY.

(1) Only chief petty officers and petty officers, first class, holding other than aviation, radio, bandsmen, or buglemaster ratings are assigned to recruiting duty, eligibility therefor being governed by the same length of sea service as is required for shore duty.

(2) When a man submits application for assignment to recruiting duty, he will be thoroughly examined by the commanding officer to determine his fitness for this duty, due consideration being given to the fact that, with the exception of yeomen, storekeepers, and pharmacists's mates, the duties men will be called upon to perform are entirely foreign to their ratings, and, owing to the highly important and independent nature of these duties, a good education, personality, poise, and ability as a correspondent are essential.

(3) The commanding officer will place on the forwarding endorsement statement as to whether or not he considers the man fully qualified for recruiting duty. This endorsement will also contain answers to the following questions, giving marks on a scale of 4, where applicable:

- (a) Has he a good education and what is the extent of his schooling?
- (b) What is his strength of character as evidenced by observation of his habits and daily life on board ship?
- (c) Has he a pleasing personality as evidenced by observation of his manner of address, conversation, and neatness of person?
- (d) Has he the ability to meet citizens and to represent the Navy on independent duty at recruiting stations or substations?
- (e) Has he given evidence of consistent good conduct and sobriety?
- (f) Has he the ability to converse intelligently on naval and general subjects and on current events?
- (g) Is he fit for independent duty?
- (h) Has he a foreign accent?
- (i) Is his handwriting plainly legible?

(4) A man transferred will be cautioned not to have his family moved until he is finally located on recruiting duty.

(5) No man who manifests local or constitutional symptoms of venereal disease will be recommended for or transferred to recruiting duty.

(6) Prior to the transfer of a man to the recruiting training school his teeth should be examined and necessary dental work performed. When this is not practicable, he shall have his dental treatment completed while under instruction at the recruiting training school, or before being transferred to recruiting duty, and an entry to this effect placed on his dental record by the dental officer.

(7) Men who are in financial difficulty or who show inclination to disregard their financial obligations will not be recommended for recruiting duty.

(8) The Bureau will issue instructions from time to time relative to transfers of enlisted men to and from recruiting duty.

D-7026. FURLOUGH WITHOUT PAY.—It is not the Bureau's present policy to grant furlough without pay.

D-7027. LIBERTY.

(1) Authorized absence from duty for less than 48 hours should be considered as "liberty."

(2) Unless the exigencies of the service or the unhealthfulness of the port prevent, no person shall be deprived of liberty on shore for more than 12 days, unless he be confined by sentence of a court-martial, or under arrest for trial, or his usual conduct on shore is discreditable to the service. Attention is invited to United States Navy Regulations, 1920, articles 1319 (2) and 1731 (1).

(3) Liberty should not be granted to men who have venereal diseases, except as provided in General Order No. 69, Series of 1921.

(4) Petty annoyance and unnecessary delay in sending liberty parties from ship should be avoided. It is not necessary to have men checked at the gates of a navy yard, either going out or coming in. Vexatious delays in sending and receiving visiting parties between ships may also be avoided by allowing petty officers to take charge of such parties. The spirit of this paragraph may be extended in many ways on shipboard without subversion of military discipline.

D-7028. LEAVE.

(1) Authorized absence from duty of more than 48 hours should be considered as "leave."

(2) The proper entry in service records shall be made of all leave taken, giving inclusive dates.

(3) Commanders in chief, senior officers present, and commanding officers are authorized to grant leave of absence to enlisted men whose services can be spared, not to exceed 30 days, exclusive of travel time, in any one calendar year. In cases of emergency, additional leave may be granted at discretion. In general leave should be so distributed throughout the year as to maintain the available force on board at a maximum when most needed.

(4) Men should be so instructed, preferably by a notation on leave papers, that applications for extension of leave shall be addressed to their own commanding officer and not to the Navy Department. Notations shall never be made on leave papers to the effect that requests for extension of leave will not be considered.

(5) Commanding officers should assure themselves that men going on leave, particularly to places at considerable distance from their station of duty, have the funds necessary for their own return. There is provision elsewhere in the Bureau Manual for recruiting officers to furnish transportation to deserving cases requiring this assistance, but the fact that the cost of such transportation is eventually checked against the accounts of the men should not be considered as relieving them from all liability to punishment for failure to comply with such orders as may be issued on the subject by their commanding officer. Each case should be carefully investigated in order to discourage this practice.

(6) Officers authorized to grant leave should consider the character and extent of work to be undertaken by the individual ships at times when leave periods and overhaul periods coincide in order that the work planned may be accomplished without resort to curtailment of leave, liberty, and recreation normally given at such times. To this end it is suggested that men whose services can best be spared while in preparation for target practice or while engaged in other exercise be granted leave at that time.

(7) All men who are discharged by reason of expiration of enlistment and who reenlist within 30 days from date of discharge may be granted 30 days' leave exclusive of travel time.

(8) A man reenlisting on board any receiving ship or station or at any recruiting station may at his own request be given orders to report to any receiving ship or station for general detail upon expiration of leave, provided all travel while in a leave status is performed at his own expense. This authority does not apply in the case of extensions of enlistment.

(9) (a) A man who has been regularly assigned to a shore station for a tour of duty and who reenlists should be given this leave and continued on this duty at the expiration thereof. Reenlistment in this case continues the detail to shore duty, the tour of which is counted from date of first reporting.

- (b) A man who reenlists at a shore station other than a recruiting station and who has not been regularly assigned to that station for a tour of duty should be given this leave, and upon the expiration thereof transferred to the nearest receiving ship for general detail. If no leave is due or if it is not to be taken, transfer to nearest receiving ship for general detail should be effected immediately upon reenlistment.

(10) Special instructions in regard to granting leave to men who reenlist at recruiting stations will be issued by the bureau to the recruiting service.

(11) Filipinos who have been honorably discharged from vessels other than those of the Asiatic Fleet and who reenlist in the Philippine Islands within three months from date of discharge may be granted 30 days' leave.

(12) If impracticable to grant the leave authorized upon reenlistment, commanding officers may approve it at a later date. (See art. D-9104 (4) (c).)

(13) Commanding officers are authorized to grant 30 days' leave to any man who extends his enlistment under the same conditions as apply for leave upon reenlistment. This leave does not accrue until the extension begins to run. In cases of second or subsequent extensions, leave may not be granted in addition to the authorized annual leave of 30 days.

(14) Leave authorized in this article upon reenlistment or extension of enlistment is in addition to the regular annual leave.

(15) Commanding officers of training stations are authorized in their discretion to grant 10 days' leave and travel time to all recruits and graduates of class A service schools upon completion of their training, prior to transferring them to duty afloat. To be eligible to receive this leave of absence, men concerned must have sufficient funds on hand for transportation involved.

(16) If practicable, men on successful completion of course of instruction in classes B, C, and D service schools may be granted leave to which entitled up to a maximum of 15 days' leave with travel time.

(17) Commanding officers will inform men going on leave to forward to the nearest recruiting officer the names of their friends who are possible applicants and at the same time instruct the men of the address of the nearest recruiting office to their homes, in order that if they so desire they may take their friends to the recruiting office. Acknowledgement of the services performed should be made by granting additional leave as may be practicable and desirable and making commendatory entries upon the man's record when notified by recruiting officers of the success of the man's efforts.

(18) Visits of enlisted men to Canada or Mexico will be governed by the rules applying to officers as noted in article C-6001 (5) and (6).

D-7029. TOUR OF DUTY ABROAD; RETURN FROM FOREIGN STATIONS.

(1) The tour of duty on the Asiatic Station is normally 21 months and on the European Station two years. Men should be returned to the United States at the completion of these periods of service unless their retention is necessary or they request extension of such duty.

(2) The tour of duty on shore beyond the continental limits of the United States, other than on the stations above mentioned, is normally two years and should not exceed three years unless the man concerned requests extension of this duty.

(3) The tour of duty at Samoa is 18 months.

D-7030. REQUESTS FOR DETAILS AND CHANGE OF DUTY.

(1) Subject to the provisions of D-7003 (2), and D-7024 requests for assignment to duty from individual enlisted men should be given consideration by administrative commands, and when appropriate action can not be effected they should be forwarded to the authority delegated to act or to the bureau.

(2) Administrative commands may adopt such policies tending to permanence of crews as may be warranted and practicable.

(3) Requests for assignment to submarine training school preliminary to entry into the submarine service shall always be forwarded to the bureau for final action. (See art. D-7031.)

(4) Men in forces other than submarine force who desire reassignment to submarine duty, who previously have been qualified for this duty, and who have lost their submarine qualification solely due to separation from submarine duty for a period longer than six months, should submit requests to the bureau. These requests must bear endorsement required by paragraph D-7031.

D-7031. PHYSICAL QUALIFICATIONS FOR CERTAIN TYPES OF DUTY.

(1) The Manual of the Medical Department issued by the Navy Department (Bureau of Medicine and Surgery) includes physical qualifications for certain types of duty, i. e.

- (a) Men selected to attend service schools.
- (b) Transfers outside continental United States. Enlisted men suffering from active venereal disease, including syphilis, requiring treatment, shall not be considered physically qualified for transfer, unless in the opinion of the medical officer adequate medical facilities are available in the location to which he is to be transferred.
- (c) Applicants for the rating of fireman.
- (d) Applicants for the rating of mess attendant.
- (e) Service on submarines.
- (f) Deep-sea diving.
- (g) Flight training.

(2) Before forwarding requests to the Bureau in connection with the foregoing paragraph, all applicants will be examined physically in accordance with the Manual of the Medical Department (arts. 1530 and 1539, inclusive, as applicable) and suitable notation made of the results of this examination, giving nature of defects, if any, in sufficient detail to permit of intelligent review in the department.

(3) Enlisted men suffering from active venereal disease, including syphilis, or other diseases requiring periodic treatment under supervision of a medical officer, shall not be assigned to an activity where there is no medical officer attached.

D-7032. QUALIFICATIONS FOR INSTRUCTORS FOR SERVICE SCHOOLS.

(1) The Bureau considers the selection of service-school instructors of the utmost importance to the service. All requests for duty as instructors should contain in the forwarding endorsement evidence of the man's qualification as follows.

- (a) Military bearing and deportment?
- (b) Correct in dress and neat in personal appearance?
- (c) Is he eligible for shore duty?
- (d) What is his strength of character as evidenced by observation of his habits and daily life on board ship?
- (e) Has he a good education, including legible handwriting?
- (f) Is he a graduate of the service school in question or of any other service school?
- (g) Proficiency in own rating?
- (h) Has he completed appropriate training courses? Give names and marks.
- (i) Practical experience in work taught at school?
- (j) Ability as leader of men?

- (k) Ability to instruct?
- (l) Number of years grade school or high school?
- (m) General classification test mark (if available)?

D-7033. QUALIFICATIONS FOR INSTRUCTORS OF RECRUITS.

(1) Whenever a man submits a request for shore duty indicating a desire for assignment to duty as a recruit instructor, the commanding officer shall question the applicant and place on his forwarding endorsement a statement that he has done so and that he considers the man qualified, or not qualified, for recruit-instructor duty. This endorsement will also contain answers to the following questions:

- (a) Intelligence:
 - (1) Does he grasp the essentials of a situation quickly, readily, or slowly?
 - (2) Are his educational qualifications equal to a grade school education?
 - (3) Has he a thorough knowledge of the subjects listed under "A-N" in the Bluejacket's Manual?
 - (4) Is he a practical seaman in the sail and rigging loft?
Has he the ability to handle boats under oars and sails?
 - (5) Is he familiar with all systems of visual signaling used in the Navy?
 - (6) Has he a thorough knowledge of first aid?
- (b) Judgment:
 - (1) Is his judgment in estimating situations and reaching decisions generally to be depended on, normal or poor?
- (c) Initiative:
 - (1) Is he able to plan and execute missions on his own responsibility, or does he need constant guidance?
- (d) Force:
 - (1) Is he strong, effectual under normal conditions, or weak?
- (e) Leadership:
 - (1) Is he a good leader, attracting subordinates, or weak?
 - (2) Has he the necessary qualifications to command a company of infantry?
- (f) Tact:
 - (1) Is he adaptable and courteous in dealing with others; reasonably so; or does he irritate others?
- (g) Self-control:
 - (1) Is he able to control himself in trying situations, or does he lose his temper easily?
- (h) Cooperation:
 - (1) Does he work in harmony with others, or is he obstructive?
- (i) Loyalty:
 - (1) Is his sense of loyalty and allegiance high, average, or below average?
- (j) Attention to duty:
 - (1) Does he attend to duty in a highly satisfactory manner, satisfactorily, or poorly?
- (k) Endurance:
 - (1) What is his physical endurance, above normal, or does he tire or break down easily?
- (l) Industry:
 - (1) Is he thoroughly energetic, reasonably so, or lazy?

(m) Military bearing:

- (1) Does he carry himself well, is his bearing fair, or is he unmilitary in bearing?

(n) Neatness of person and dress:

- (1) Is he careful of his personal appearance, generally neat, or untidy?

(o) Aptitude for service as recruit instructor:

- (1) Is he well fitted and interested, average or below average?

(p) Service:

- (1) Has he been 2 years at sea in the rating of chief petty officer? (See par. D-5304.)

CHAPTER 8

DISCIPLINE

D-8001. UNAUTHORIZED ABSENCE; GENERAL.

(1) Cases arising from unauthorized absence, whether "straggling" or "desertion", are essentially complicated by the fact that the action of the absentee separates him from his service records and pay accounts. These are required as a practical matter in order that his identity and status may be established and that he may be taken up for pay, uniformed, fed, and berthed, and become available for service as soon as possible. As a technical or legal matter the records of the returned absentee are necessary in order that charges against him may be preferred and evidence sustaining the charges be available.

(2) The Bureau makes every effort to bring returned deserters and stragglers promptly to trial. To accomplish this desired end, strict compliance with the instructions contained in the following articles regarding reports to the Bureau and entries in service records is necessary.

(3) For method of handling pay accounts of returned deserters and stragglers see "Memorandum for the Information of Officers of the Supply Corps, Commanding Officers and Commandants," No. 270, dated February 2, 1925, issued by Bureau of Supplies and Accounts.

(4) In connection with the following articles and in order that there may be a standard procedure prescribed, the Bureau considers that, as a general rule, a man is attached to that ship or station which carries his records and accounts. The following cases, however, are exceptions, and the special procedure indicated shall be followed:

- (a) For straggling and desertion while on board a naval vessel taking passage between two duties, the man concerned is considered attached to that vessel.
- (b) For straggling and desertion while on board any Army transport or commercial steamer, the man concerned is considered attached to the naval activity to which he should report at the end of such passage.
- (c) For desertions after transfer from one activity and before reporting at next station to which ordered, the man concerned is considered attached to the latter command.

(5) The law provides that every person who, in time of war, deserts from the naval service, and is convicted of desertion, is not only deemed to have voluntarily relinquished and forfeited his Federal citizenship rights, but is also forever incapable of holding any office of trust or profit in the United States, or of exercising any rights of a citizen thereof. Such men cannot be reenlisted in the naval service. A presidential pardon does not remove the disqualification. Appropriate steps should be taken by commanding officers to bring to the attention of all men under their commands the fact that the consequences of conviction for desertion in time of war are much more drastic in their effect than in time of peace. Where reasonable doubt exists as to the intent of an accused to desert, he may be found, by the court, guilty in a lesser degree than charged,

namely, for absence over or without leave. If a man is convicted of desertion in time of war, and the sentence does not include a discharge, it has been held necessary to discharge the man as undesirable immediately upon release from such period of confinement as may have been adjudged in his case.

D-8002. STRAGGLERS; PROCEDURE ON SHIP TO WHICH ATTACHED.

(1) When a man has been on unauthorized leave and absent from his command for more than 24 hours, the straggler's declaration and reward shall be issued by the commanding officer. Use form B. N. P. 640. Attention is invited to United States Navy Regulations, 1920, articles 1697 (1) and 1701.

(2) The status of a straggler changes to that of a deserter at the expiration of 30 days unauthorized absence or in less than 30 days if intent to desert is manifest. If the vessel to which the straggler is attached is about to sail, to be absent from the United States for more than 30 days, he is considered as in desertion from date of sailing.

(3) Upon the return of a straggler to his own command, the commanding officer shall notify the Bureau immediately on form B. N. P. 641, which shall give information as to the disposition that has been made of his records and accounts, and, in case the man was delivered by a naval guard, information as to the date and place he was taken into custody by the naval guard.

(4) The commanding officer shall have entered in the service record, on pages 9 and 11, a statement as to the exact date and hour the unauthorized absence commenced or leave or liberty expired and as to the fact of failure to return. Any other known facts from which intent to desert or to return might be deduced shall be included. This entry should be made when the unauthorized absence is discovered and the facts are known and shall be signed by the commanding officer. Should the straggler surrender or be delivered, appropriate entry shall be made in the service record.

(5) Effects of stragglers shall be placed in safekeeping.

(6) It is directed that the Bureau be furnished with a copy of all straggler's rewards issued by vessels and stations within the continental limits of the United States. It is important that the Bureau have a copy of such declaration and reward as early as practicable, and to this end it is directed that the Bureau's copy be mailed immediately upon declaring a man a straggler.

D-8003. STRAGGLERS; SURRENDER OF, ON OTHER SHIPS OR STATIONS.

(1) When a straggler surrenders on any vessel in commission, the commanding officer shall immediately inform the commanding officer of the vessel to which the straggler is attached by dispatch and request instructions as to the disposition of the man.

(2) Commanding officers of vessels in commission and shore stations shall immediately report, on form B. N. P. 641, in duplicate, to the Bureau, the surrender or delivery of stragglers, and, if possible, obtain statement as to date of absence and ship or station from which absent. In case a man was delivered by a naval guard, information as to the date and place he was taken into custody of the naval guard shall be included in the report.

(3) Men who report at main recruiting stations prior to expiration of furlough or within 24 hours after expiration of furlough, or men who have missed train connections, may be furnished transportation by recruiting officers to their proper stations. In the case of a straggler who surrenders himself at a main recruiting station the recruiting officer will conduct an appropriate investigation and if the attendant circumstances appear to warrant such action, will furnish the man with transportation to his ship or station. The recruiting officer will notify the commanding officer concerned of the action taken and of the facts in the case, and will request that the expenses involved at regular commercial

rates be checked against the man's account, using S. and A. form 63, which will contain a statement of the cost of transportation furnished and other expenses incurred, together with the number and date of the public voucher under which payment was made, and the number and date of the transportation request upon which transportation was furnished. Main stations shall require substations to report by dispatch to them the delivery or surrender of stragglers and deserters and shall take appropriate action. (See pars. 3-28, U. S. Navy travel instructions.)

(4) Commandants of districts, navy yards, and naval stations, and commanding officers of receiving ships and naval vessels, to whom stragglers from cruising vessels may surrender or be delivered, shall make every effort to cooperate with the commanding officers of those vessels and with the Bureau, so that papers may be traced, records, pay accounts, and effects forwarded, and cases disposed of.

(5) In the cases of men reporting on other vessels or at shore stations before their leave has expired, it is particularly important that their commanding officers be notified immediately by dispatch in order to prevent the issuance of stragglers' rewards when the men are in naval custody.

(6) Stragglers' clothing outfits shall, if necessary, be supplemented to include not more than 2 suits of underclothing and 1 complete outer uniform. Upon transfer to and receipt on board any vessel for transportation, a minimum bedding outfit shall be furnished.

(7) In time of war, or when otherwise directed by circular letter of the Bureau, despatch reports regarding stragglers and deserters required by the provisions of this chapter will be held in abeyance. Such reports will be submitted by ordinary or air mail, as the facts and urgency, in the opinion of the reporting officer, warrant.

D-8004. DESERTION; GENERAL.—An enlisted man of the Navy is not a deserter within the meaning of the act of August 22, 1912 (37 Stat. 36), until he has legally been found guilty by a court martial on the charge of desertion. Entry of a mark of desertion in the service record of an enlisted man is not a legal determination of the fact as to whether or not he is a deserter. It is competent for the Department to bring a man to trial by court martial for unauthorized absence for the offense which resulted in a mark of desertion being entered in his service record. The entry of a mark of desertion in the service record of an enlisted man precludes him, however, from receiving the pay due him on the date the absence commenced which resulted in the entry of the mark of desertion, unless and until the mark of desertion is removed. The entry of a mark of desertion in the service record of an enlisted man does not affect his pay for the period following the date of his delivery or return to the jurisdiction of the Navy. If the mark of desertion is removed from an enlisted man's record, the man is entitled to receive the pay due him on the date the absence began which caused the mark of desertion to be entered, and also the pay not previously paid which has accrued from date of return to naval jurisdiction. A man discharged as undesirable, mark of desertion removed, should be paid the amount due him at the time the absence began, as well as all money earned by him since the date of return to the jurisdiction of the Navy. If he is credited with pay for the period absent, a corresponding checkage should be made unless the absence has been excused for a reason, such as sickness. Men discharged as undesirable for any reason in time of war who have marks of desertion entered in their records and who have not been convicted of desertion by a court martial are entitled to receive the pay which they have earned from date of return from alleged desertion to the jurisdiction of the Navy to date of undesirable discharge. They cannot be paid the amount due at date of alleged desertion.

D-8005. DESERTERS; PROCEDURE ON SHIP TO WHICH ATTACHED.

(1) When a man has been on unauthorized absence for 30 days, or for less than 30 days, if intention to desert or not to return is manifest, or if the ship to which he is attached is about to sail, to be absent from the United States longer than 10 days, he shall be considered to have deserted and will be declared a deserter.

(2) When a man has deserted, the commanding officer shall notify the next of kin by letter to that effect. This notification should be in the following form:

I regret the necessity of informing you that your son (insert other relationship as appropriate) ----- (insert full name and rating) who enlisted in the Navy at ----- on ----- and was attached to this ship (or station, as appropriate), has been absent without leave (or over leave) since ----- and is being declared a deserter from the naval service from ----- (enter date).

Should you know of the whereabouts of your son (or other relationship), it is suggested that you urge him to surrender to the nearest naval activity as soon as practicable, because his punishment will be less severe if he voluntarily surrenders himself than if he is apprehended and delivered by the civil authorities.

(3) Commanding officers of vessels and stations within the continental limits of the United States shall immediately notify the Bureau of Naval Personnel by dispatch in the following form:

(a) Full name (surname last).

(b) Rating.

(c) Service number.

(d) Place at which actually deserted (not necessarily the place at which ship is at expiration of 30 days' period).

(e) Date from which declared—i.e., date unauthorized absence began.

(4) Upon receipt of the above information the Bureau will prepare and issue declarations and rewards with fingerprints attached. No such declarations and rewards for a deserter will be issued from any command within the continental limits of the United States. (See art. 17101, U. S. Navy Regulations, 1920.)

(5) Commanding officers of vessels and stations without the continental limits of the United States shall issue such declarations of desertion as the circumstances may warrant.

(6) Each case of desertion shall be reported to the Bureau by letter on the day an absentee is declared a deserter. This letter must give the following information:

(a) Full name.

(b) Rating.

(c) Service number.

(d) Place of desertion.

(e) Date of desertion (date he left his station of duty or his leave expired).

(f) Whether unauthorized absence was over leave or without leave.

(g) The disposition made of service record and pay accounts.

(7) When a declaration of desertion is effected, a charge is preferred against the absentee, upon which he will be brought to trial when he returns to naval jurisdiction. The service record, in absentee cases, is the only evidence available, and therefore it is essential that it contain definite entries setting forth all the facts in the case. In addition to the entry prescribed in article D-8002 (4), the second entry, which is the formal declaration of desertion, shall be made. This second entry prefers the charge, which is supported by the facts as set forth in the first. Accordingly, appropriate entries of desertion shall

be made on pages 9 and 11, signed by the commanding officer, and on the cover of the service record, and the record itself immediately forwarded to the Bureau. The date of desertion shall be established in accordance with article 1692, Navy Regulations, 1920. Notation shall be made showing the amount of insurance and date of last checkage; on continuous-service certificates this note should be entered in red ink on the line under "pay officers' certificates."

(8) The pay accounts shall be closed immediately and forwarded to the deserters' roll, Bureau of Supplies and Accounts.

(9) Much of the delay incident to individual cases involving desertions has been traced to the failure on the part of commands concerned to make the proper entries and signatures, and to forward service and other records promptly. In many cases deserters return to naval jurisdiction before their records have been received from the commands to which they were attached. It is necessary to hold such men until their records are received, in order to establish their status, and, if necessary, bring them to trial. It is apparent that each day of delay in obtaining the records serves to increase the number of men whom it is necessary thus to hold in detention.

(10) In cases of men declared deserters from the Asiatic Fleet and stations coming under the commandant of the sixteenth naval district, the service records and pay accounts may be held by the ship or station from which the men were declared deserters for a period of 2 months, at the end of which time they shall be forwarded to the respective bureaus. The proper entries in the service records should be made at the time prescribed by the foregoing instructions.

(11) Continuous-service certificates of deserters are to be forwarded to the Bureau with the service record, but no notation of any kind regarding desertion shall be made thereon.

(12) Commanding officers should assure themselves that the date of desertion as shown in various entries required in the service records and pay accounts are not at variance.

(13) Effects of men declared deserters before the expiration of the 30-day period on account of the sailing of the ship shall be collected, inventoried, placed in safe-keeping, and are not to be sold until a liberal time has elapsed after arrival at the nearest port.

D-8006. RETURN OF DESERTERS; GENERAL.

(1) When a deserter surrenders or is delivered, the commanding officer of the ship or station shall inform the commanding officer of the vessel from which he was declared a deserter, if known, and shall immediately forward Form B. N. P. 641, in duplicate, to the Bureau. In case the man was delivered by a naval guard, information shall be included as to the date and place he was taken into custody by the naval guard.

(2) When a deserter surrenders at a main recruiting station, the recruiting officer will conduct an appropriate investigation, and, if the attendant circumstances appear to warrant such action, will furnish the man with transportation to the nearest receiving ship or to naval station with permanent G. C. M. and make immediate report to the Bureau on Form B. N. P. 641.

(3) When a deserter is delivered at a main recruiting station, the recruiting officer shall report such delivery to the Bureau by dispatch, requesting instructions as to disposition, giving all information obtainable. In addition, Form B. N. P. 641 shall be forwarded immediately properly filled out.

(4) When a deserter surrenders or is delivered to his own command, the Bureau shall be notified immediately by forwarding Form B. N. P. 641. Information as to the disposition that has been made of records and pay accounts shall be included.

(5) When a deserter surrenders or is delivered at a station in the vicinity of the command from which he deserted, he may be returned to that command under guard without prior reference to the Bureau, but Form B. N. P. 641 shall be immediately submitted with a notation made thereon as to the disposition of the man concerned.

D-8007. DELIVERY OF DESERTERS AND STRAGGLERS; PAYMENT OF REWARDS.

(1) Whenever a signed copy of a declaration and reward or original despatch from the Bureau offering payment of such reward is presented at the time the delivery of a deserter or a straggler is effected by a civil authority, the reward shall be paid immediately. If no such copy is presented, the Bureau shall be requested to forward immediately a signed copy.

(2) Main recruiting stations are considered in the category of naval activities, as indicated in the offer of reward, and shall pay the reward as outlined in paragraph (1) of this article. Payments of such rewards will be charged against the appropriation "Pay, Subsistence and Transportation, Navy" and a request on S. and A. Form 63 should be forwarded to the commanding officer for checkage against the account of the man concerned and credit given to this appropriation. The request for checkage should contain the number and date of the public bill under which payment was made and be accompanied by a copy of such public bill. The accomplished request for checkage, when received, should be filed with the public bill prior to transmittal to the General Accounting Office for audit or forwarded later as a supplementary voucher if the accounts have gone forward.

(3) In the case of a deserter delivered by civil authorities without a signed copy of a declaration and reward, the necessary steps shall be taken to insure the safe-keeping of the deserter until a reply is received from the Bureau with regard to payment of the reward.

D-8008. REMOVAL OF MARK OF DESERTION.

(1) Commanding officers shall remove as an erroneous entry the mark of desertion from the service record of any enlisted man whose record was closed for desertion but who subsequently has been tried and convicted of absence without leave or of absence over leave, or acquitted.

(2) The mark of desertion must be removed as soon as possible after trial and promulgation of sentence. This action of the commanding officer will be reported to the Bureau and a copy directed to the disbursing officer carrying the accounts for recredit of any amounts due on date of desertion.

D-8009. PERMANENT GENERAL COURTS MARTIAL.—Permanent general courts martial are established at each of the following places: Navy yards, Boston, New York, Washington, Charleston, Philadelphia, Puget Sound; marine barracks, Parris Island, Quantico; naval training station, Great Lakes; naval station, New Orleans; naval operating bases, Hampton Roads, San Diego; receiving ship, San Francisco; naval air station, Pensacola.

D-8010. POLICY WITH REGARD TO RETURNING DESERTERS TO OWN SHIP.—(1) The Bureau makes every effort to return deserters and stragglers to their own commands for disciplinary action, taking into consideration the location of the ship, the cost of transportation involved, and the ratings of men concerned. In numerous cases this is not practicable and it is necessary to take action at receiving ships and other shore stations. In order to increase the number of men returned to their own commands, it is directed that, immediately upon being restored to duty, all unauthorized absentees against whom action has been taken at receiving ships or shore stations be transferred to the ship from which they are absent, if such transfer is practicable. In cases where this trans-

fer to their own ships is not practicable without undue expense or loss of time, such men should be promptly transferred to a ship of the same unit of the fleet for eventual return to their own ships.

(2) With a view to having disciplinary action completed as early as practicable, and the man concerned restored to a duty status, if he is to be retained in the Navy, it is directed that in those cases where a man can be returned to his own ship, or a ship of that unit, *with no delay*, such action be taken by the command to which he surrenders or is delivered. If return to command cannot be effected *with no delay*, hold man pending instructions from the Bureau, and on Form B. N. P 641 show definitely if the man is to be returned to his own command or if he is to be retained pending receipt of instructions from the Bureau.

D-8011. JURISDICTION REGULAR NAVY MEN FOR TRAINING RESERVES.—Regular Navy men attached to a vessel assigned to a naval district for training Reserves to which a commanding officer is not assigned are under the jurisdiction of the commandant of the naval district.

D-8012. REPORTS OF MEN AWAITING TRIAL FOR FINAL ACTION.

(1) In order to assist in expediting the disposal of cases of men held in detention or confinement each commandant of a navy yard or naval station and each commanding officer of a receiving ship at which men are thus held in confinement or in detention will prepare and forward to the Bureau a "Weekly report of prisoners and detentioners" (form B. N. P. 643). The report will contain lists of names of such men, which, together with necessary data, will be grouped separately in the following classes:

(a) Class 1. "Awaiting instructions." Men whose cases have been reported to the Department or other convening authority and who are being held in detention pending the arrival of instruction in their respective cases. The following data will be furnished for this class:

- (1) Full name and service number.
- (2) Rating.
- (3) Last ship or station.
- (4) Date of desertion.
- (5) Date received at station.
- (6) Date confined.
- (7) Action directed.
- (8) Papers required to take action.
- (9) Date reported to convening authority.

(b) Class 2. "Awaiting papers." Men in whose cases instructions have been received but whose service records or pay accounts have not been received and who are being held in detention pending the arrival of these papers. In this class include men whom the commanding officer has been directed to try by summary court martial or by deck court, or to discharge as undesirable, or to restore to duty if such action as has been directed, is prevented or delayed, due to lack of necessary records or papers. The following data will be furnished for this class:

- (1) Full name and service number.
- (2) Rating.
- (3) Last ship or station.
- (4) Date of desertion.
- (5) Date received at station.
- (6) Date confined.
- (7) Action directed.

(8) Papers required to take action.

(9) Date reported to convening authority.

It is not always easy to classify a man as between class 1 and class 2. It is more important that the Bureau know what papers are needed and what action is necessary, than that there be an arbitrary classification. Submit in each case under class 1 and class 2 a brief summary of the case as seen by the commanding officer. Emphasize such details of the report as might help to clear up and expedite. If in the opinion of the reporting officer a report as to what action has already been taken and what letters have been written would assist the Bureau in trying to clear up any case, include such details in the report.

(c) Class 3. "Awaiting trial." Men for whom charges and specifications have been received, whose papers are at hand, and who are held in detention or confinement awaiting trial. In order that this classification may be definite and exact it will be noted that the commanding officer holding a man must be informed of the arrival of charges by the judge advocate of the court by whom the charges are received. The following data will be furnished for this class:

(1) Full name and service number.

(2) Rating.

(3) Last ship or station.

(4) Date of desertion.

(5) Date received at station.

(6) Date confined.

(7) Action directed.

(8) Papers required to take action.

(9) Date reported to convening authority.

(d) Class 4. "Awaiting final action." Men who have been tried by general court martial and who are being held awaiting final action by the Department or other convening authority. Cases have occurred in which the final action has been delayed due to lack of cooperation and resultant miscarriage of letter promulgating sentence or directing restoration to duty. The following data will be furnished in this class:

(1) Full name and service number.

(2) Rating.

(3) Last ship or station.

(4) Date of desertion.

(5) Date received at station.

(6) Date confined.

(7) Action directed.

(8) Papers required to take action.

(9) Date reported to convening authority.

(e) Commanding officers having knowledge of cases in which any man may occupy a peculiar status not covered by the above classification shall report such cases, furnishing necessary information and submitting recommendations as may be appropriate in each such case.

(2) The report shall be prepared as a statement of conditions existing at Saturday morning muster, and one copy shall be forwarded as soon as complete.

(3) Special attention is invited to the necessity for cooperation on the part of all concerned so that the classified lists may be kept up to date, and that correct reports, which set forth the situation as it exists and not merely the changes since the previous report, may be submitted. It is considered undesirable, in the interest of the men concerned and of the service in general, that unnecessary or unduly prolonged restraint be imposed upon men who are being held in detention. In general, men of classes 1 and 2 shall be restricted as prisoners at large rather than kept in confinement; and they shall not be placed in solitary confinement nor under sentry's charge unless by reason of their own misconduct such action is necessary.

(4) The Bureau makes every effort to return absentees to their commands for disciplinary action; in numerous cases this is not practicable and it is necessary to punish men at receiving ships and other shore stations. In order to increase the number of men returned to their commands, it is directed that immediately upon being restored to duty, all men who have been punished at receiving ships or shore stations for unauthorized absence be transferred to the ship or station from which they are absent, if such transfer is practicable. In cases where this transfer to their own ships or stations is not practicable without undue expense or loss of time, such men should be promptly transferred to a ship of the same unit of the fleet for eventual return to their own ships or shore stations, as the case may be.

D-8013. COURT-MARTIAL PRISONERS ON SHORE.

(1) To insure uniformity in the handling of prisoners serving court-martial sentences of confinement at shore stations other than naval prisons, the following procedure shall be followed:

- (a) Brigs and prisons to be operated and administered, so far as may be practicable, in the same manner as brigs on board naval vessels.
- (b) In cases of general court-martial prisoners, credit to be given for good behavior by deducting one-third of sentence of confinement, as prescribed in "The Manual for the Government of United States Naval Prisons, 1923."
- (c) Other provisions of the Prison Manual to be followed wherever practicable.
- (d) Prisoners are not to be employed for industrial work at navy yards and stations, but for policing purposes only.
- (e) Upon the completion of the period of confinement all prisoners shall be transferred immediately to general detail on the nearest receiving ship.

D-8014. ISSUE OF MONEY TO MEN IN CONFINEMENT.

(1) Each member of the crew, except such as may be in confinement as punishment, serving sentence or awaiting trial, shall be allowed to draw twice a month (on approximately the 5th and 20th of the month) such money as he may have due him on the pay rolls. Each member of the crew awaiting trial shall, upon the approval of his commanding officer, be allowed to draw such money as may be due him on the pay rolls.

(2) No money shall be paid to a returned deserter until his transfer account from the deserters' roll is received.

(3) For additional instructions regarding issues of money the manual of the Supply Corps should be consulted.

D-8015. TIME NOT SERVED.

(1) Any period of unauthorized absence is not "time served" within the meaning of the act of June 16, 1942, and must be deducted from the period of

enlistment for the purpose of computing longevity increase of pay and reenlistment allowance. Authorized absence is not deducted.

(2) Any period of nonperformance of duty because imprisoned both while in arrest resulting in court-martial sentence and while serving said sentence must be deducted under the conditions set forth in "Pay bill instructions," issued by the Navy Department (Bureau of Supplies and Accounts).

(3) Any period of absence from regular duties on account of sickness, disease, or injury resulting from intemperate use of drugs, alcoholic liquors, or other misconduct is not "time served" and must be deducted. Such time day for day as is lost for this cause in excess of 1 day must be made good before the enlistment is considered complete. In order that no injustice may be done to any man, and that his pay is not stopped for a longer period than is absolutely necessary, it is imperative that medical officers make every effort to return enlisted men to duty as soon as they have recovered and are fit for duty.

D-8016. RECORD OF RECOMMENDATION OR MERIT; MERITORIOUS MAST.—

(1) Whenever an enlisted man does anything noteworthy or commendable out of the usual run of duty, or displays exceptional energy, judgment, or initiative, a report will be made of this to his commanding officer by the senior under whose observation he has come. The commanding officer will give such reports careful consideration at mast in a manner similar to breaches of discipline, and should the circumstances warrant, an entry shall be made of the facts in the man's service record. Each quarter, or oftener, the names of the men who have been so commended shall be posted on the ship's bulletin board, together with a brief statement of the circumstances connected with the commendation.

(2) Persons in the naval service who have rendered distinguished or meritorious service not justifying the award of a Medal of Honor, a Distinguished Service Medal, or a Navy Cross, may, upon recommendation of the Bureau of Naval Personnel, be especially commended by the Secretary of the Navy. This special commendation will be published to the crew and shall be made a part of the record of the person concerned. Appropriate entry shall be made in the service record, page 9, and in the continuous-service certificate, if any, giving the date and a brief statement of the commended act, and the date of the letter of commendation. This entry shall be made conspicuous by heavy lines ruled above and below. A certified copy of the letter of commendation shall be attached to the service record and the original presented to the man when it is published.

(3) When a man is awarded a medal, entries shall be made in his record similar to those described in paragraph (2) of this article.

D-8017. RECORD OF PUNISHMENTS.

(1) A record of all punishments awarded shall be entered in the service records.

(2) An offense which is excused or for which a warning but no punishment is given shall not be entered in a man's service record, but it shall be entered in the smooth book of records of reports and punishments for reference.

(3) Commanding officers shall have entered in service records a résumé of the specifications, charges, findings, and sentence, or the sentence as mitigated of all courts martial and deck courts. Particular attention is invited to the necessity of entering the dates of approval by proper authorities.

(4) In case of acquittal or in case the proceedings were set aside by proper authority, no entry whatever shall be made on the man's service record, neither the fact of having a trial nor any mention of the offense.

D-8018. RECORD OF PERFORMANCE OF DUTY. GENERAL.

(1) The instructions in articles D-8018 to D-8020, inclusive, are issued as a guide to the service in order to secure uniformity in marking the service records of enlisted men and in the award of discharges. Full discretion is left to commanding officers to make exceptions to suit unusual individual cases.

(2) Marks for any period must be based solely upon the man's behavior and ability during that time. Good or bad behavior during the quarter or previous to it must not be allowed to influence the mark, mechanical ability; but insobriety or other evidence of unreliability during the period under consideration shall affect the mark for proficiency in rating as indicated below.

(3) Proficiency in rating is the summation of the various elements that go to make up the service character of the petty officer or enlisted man. The mark for it is not the average of his other marks but it nevertheless depends upon them insofar as the particular ratings require reliability. In determining marks therefore it is to be borne in mind that the mark for proficiency in rating is intended to be sufficient by itself to denote a man's ability and also his habits and character—in short his value to the service in his particular rating.

(4) Men of all ratings, except apprentice seamen; seamen, second class; firemen, third class; firemen, second class; and mess attendants, will be given marks for "ability as leaders of men."

(5) Marks will be assigned on the maximum of "4," using following scale:

Scale:

0.0-----	Bad.
1.0-----	Indifferent.
1.5-----	Fair.
2.5-----	Passing.
3.0-----	Good.
3.5-----	Very good.
4.0-----	Excellent.

D-8019. MARKS, GENERAL.

(1) Quarterly marks shall be assigned by division officers or heads of departments, after consultation with junior officers, warrant officers, chief petty officers, and petty officers under whom the man works. All marks are subject to the approval of the executive officer. *In time of war*, quarterly marks shall be discontinued and semiannual marks substituted. Entries shall be made in service records for the semiannual periods ending December 31 and June 30, and on transfer or discharge.

(2) Extreme care should be exercised that the marks as finally entered in the service record are a correct and just estimate of the ability, character, and worth of the man concerned. The assignment of marks is an important duty of the officers responsible therefor and should never be allowed to become perfunctory in the slightest degree. Selection for advancement and the character of discharge are dependent in great measure on the record of a man as indicated by the marks assigned, and particular attention of commanding officers should be directed to this feature of the individual service record of enlisted men.

(3) A mark in conduct must be assigned for all periods. When the time elapsed since last entry is less than 1 month, marks other than conduct need not be assigned, but may be given if deemed desirable. If none is assigned, an entry "Less than 1 month" shall be made. Marks for any period shall be assigned on the service rendered, although it may not have been in the usual duties of the rating. In addition to marks for proficiency in rating and conduct, marks shall be assigned in seamanship or mechanical ability, or both, as appropriate, such marks to be based on the knowledge to be expected in the rating held.

(4) For certain petty officers and men of lower ratings, such as buglers, that are under the continual observation of several officers during any period, the marks assigned them by their division officers should be combined with others recommended by the other officers mentioned.

(5) (a) In computing the final marks to be entered in a man's service record, on his certificate of discharge or continuous service certificate, or in computing the average required to receive an honorable discharge, the first year of a man's service, serving on a first enlistment, will be disregarded.

(b) Men discharged at the expiration of a first enlistment of 4 or 6 years, the last 3 or 5 years of service will be used in computing the final average. Men serving on a first enlistment which has been extended for 1, 2, 3, or 4 years, the marks for the last 4, 5, 6, or 7 years of service will be used in computing the final average upon discharge.

(c) In computing the final average on reenlisted men or a reenlistment which has been extended, the service for the entire enlistment and extension will be used in computing the final average upon discharge.

(d) Recruits at naval training stations, men on general detail, men undergoing instruction at service schools, or patients in hospitals will always be marked in conduct.

(6) Men assigned to recruiting duty as canvassers who fail to measure up to the standard required, should not be assigned a low mark in proficiency in rating, but entry should be made on page 9 of service record showing reason for transfer from recruiting duty.

D-8020. MARKS; STANDARDS ESTABLISHED.

(1) The following standards will be used as a guide in assigning marks to petty officers:

Marks	Proficiency in rating	Conduct
4.0-----	Competent, thoroughly reliable, attentive, energetic, forceful. Not less than 3.5 in conduct.	No offenses; exemplary in conduct, bearing, and uniform; good influence on the ship.
3.5-----	Competent, distinctly above the average; has qualities sufficient to justify advancement. Not less than 3.5 in conduct.	Conduct positively good; no leave breaking offense; not more than 1 minor offense either in sobriety or of other nature.
3.0-----	Competent; reliable in his rating. Not less than 3.0 in conduct.	Minor offenses only, including leave breaking less than 3 hours.
2.5-----	Sufficiently good to justify retention in rating. Not less than 2.5 in conduct.	Minor offenses only, including repeated minor leave breaking or leave breaking of not more than 3 hours.
2.0-----	Sufficiently good to retain in rating only if there is shown immediate and decided improvement and has 3.0 or better in conduct.	More serious offenses either in sobriety or of other nature.
1.5-----	Unfit for further retention in present petty officer rating.	Unreliable as petty officer on account of nature of offenses.
1.0-----	Unfit for any petty officer rating for any cause.	Do.

Intermediate marks should be given, if they can be determined, in order to reflect a more accurate estimate of the individual's ability.

(2) The following standards will be used as a guide in assigning marks to men of ratings other than petty officers:

Marks	Proficiency in rating	Conduct
4.0-----	Competent and reliable in rating. Not less than 3.5 in conduct.	No offenses; exemplary in conduct, bearing and uniform.
3.5-----	Competent, distinctly above the average; has qualities sufficient to justify advancement. Not less than 3.5 in conduct.	No leave breaking; minor offenses only; not more than one offense in sobriety.
3.0-----	Competent, reliable in rating. Satisfactory in conduct.	Satisfactory; no repeated leave breaking; not more than one offense in sobriety.
2.5-----	Sufficiently good to justify retention in rating.	Satisfactory.
2.0-----	Sufficiently good to retain in rating if improvement is shown.	More serious offenses either in sobriety or of other nature.
1.5-----	Unfit for retention in present rating.	Unreliable for any cause.
1.0-----	Unfit for rating for any cause.	Serious offenses.

(3) The following standards are established:

(a) To be recommended for honorable discharge:

- | | |
|--------------------------------|------|
| (1) Proficiency in rating----- | 3.0 |
| (2) Conduct----- | 3.25 |

(b) To be recommended for reenlistment:

- | | |
|--------------------------------|------|
| (1) Proficiency in rating----- | 2.75 |
| (2) Conduct----- | 3.0 |

(c) To be recommended for a good-conduct medal:

- | | |
|--|-------|
| (1) Proficiency in rating----- | 3.5 |
| (2) No offenses or qualifying remarks entered in record----- | ----- |

(4) The marks indicated in conduct and proficiency in rating should not be exceeded in the following conditions:

- | | <i>Proficiency</i> | <i>Conduct</i> |
|--|--------------------|----------------|
| (a) Punishment of confinement by commanding officer----- | ----- | 1.5 |
| (b) Sentence by summary court except for incompetency----- | ----- | 1.0 |
| (c) Sentence by deck court if more than 10 days' loss of pay-- | ----- | 1.5 |
| (d) Reduction in rating except for incompetency----- | ----- | 2.5 |

CHAPTER 9

SEPARATIONS FROM THE ACTIVE SERVICE

- Section 1. Discharge.
- Section 2. Cancellation of Enlistment.
- Section 3. Release from Active Duty (Reserve and Retired Personnel).
- Section 4. Transfer to Fleet Reserve.
- Section 5. Retirement.
- Section 6. Death or Missing.

Separations of enlisted men of the Regular Navy, and of the Naval Reserve on active duty, will be governed by the provisions of this chapter.

Section 1. DISCHARGES

D-9101. DISCHARGE.—All discharges will be made in accordance with the instructions in this section.

D-9102. CLASSIFICATION OF DISCHARGES.

- (1) Discharges are classified according to:
 - (a) *Reason* for discharge.
 - (b) *Character* of discharge.
 - (c) *Type* of discharge certificate issued.
- (2) Reasons for discharge:
 - (a) Expiration of enlistment.
 - (b) Medical survey for physical or mental disability.
 - (c) Convenience of Government.
 - (d) Own convenience.
 - (e) Dependency.
 - (f) Enlistment of minor without consent.
 - (g) Unsuitability.
 - (h) Inaptitude.
 - (i) Unfitness.
 - (j) Desertion without trial.
 - (k) Trial and conviction by civil authorities.
 - (l) Fraudulent enlistment.
 - (m) Sentence of court martial.

(3) The character of discharge depends upon the reason for the discharge, service record, and certain other conditions, as set forth in the table, article D-9103 and article D-9115 (7). If a commanding officer believes a man entitled to a character of discharge different from that indicated, he should so recommend to the Bureau. Such recommendation should be accompanied by pages 9 and 10 of the man's service record extended to date. When a man is to be transferred prior to discharge, such recommendation should be made prior to the transfer, with a copy to the activity to which the man is transferred. The different characters of discharge are:

Satisfactory:

- (a) Honorable.
- (b) Good.
- (c) Indifferent.

Unsatisfactory:

(d) Undesirable.

(e) Bad conduct.

(f) Dishonorable.

(4) The type of discharge certificate issued depends upon the character of discharge, and will be issued in accordance with the table, article D-9103. Types of discharge certificates are:

(a) "Honorable" B. N. P. 660.

(b) "Ordinary" B. N. P. 661.

(c) "Unfavorable" B. N. P. 662.

D-9103. TABLE OF MATTERS RELATING TO DISCHARGE

Reason for discharge	Special provisions regarding discharges ¹					Conditions affecting character of discharge			Character of discharge	Type of discharge certificate	Form B. N. P.
	Travel allowance	Transportation in kind and subsistence	Issue suit of civilian clothes	Cash allowance	Wear uniform after discharge	General	Minimum final average marks				
Expiration of enlistment.	Yes.		No.	No.	Yes.		{Not convicted by GCM or more than once by SCM (for exceptions see art. D-9115 (7)). Recommended for reenlistment. Not recommended for reenlistment. {Minimum of 6 months' active service. Not own misconduct. Low in marks, or less than 6 months' service. Disability due to own misconduct.	Prof.	Cond.	Honorable	{Honorable Ordinary Honorable Ordinary
	USN option.	USN option.	No.	No.	Yes.	3.0		3.25	Good	Good	
Medical survey for physical or mental disability.		USNR.	No.	Yes.		{Recommended for reenlistment. Not recommended for reenlistment, or low marks. Not recommended for reenlistment.			Good	{Satisfactory Indifferent	{661 660
	USN	USNR.	No.	No.	Yes.		2.5	2.75	Good		
{Convenience of Government. Man's own convenience. Depend. {Existed prior to enlistment ency. {Arising since enlistment Minor enlisted Over 18 at discharge without con- } sent. {Under 18 at discharge Unsuitability Inaptitude.	USN	USNR.	No.	No.	Yes.	{Authorized by Bureau or C. O. When authorized by Bureau When directed by Bureau or C. O. do Completion of sentence.			Undesirable. Bad conduct. {Dishonor- able.	{Satisfactory Unsatisfactory	{Ordinary Unfavorable
	USN	USNR.	Yes.	Yes.	No.						
{Unfitness. Desertion without trial. Trial and conviction by civil authorities. Fraudulent enlistment. Sentence of GCM or SCM.	USN	USNR.	Yes.	Yes.	No.	{Unfitness. Desertion without trial. Trial and conviction by civil authorities. Fraudulent enlistment. Sentence of GCM or SCM.			Undesirable. Bad conduct. {Dishonor- able.	{Unsatisfactory	{Unfavorable
Sentence of GCM. {Immediate after prison.	No.	No.	Yes.	Special.	No.						

NOTE.—“Yes” and “No” applies to both USN and USNR.

D-9104. EXPIRATION OF ENLISTMENT.

(1) The normal date of expiration of enlistment for a 2-, 3-, 4- or 6-year enlistment is the day of the month next preceding the second, third, fourth, or sixth anniversary, respectively, of the date of enlistment (or, in the case of a minority enlistment, the day next preceding the 21st birthday), plus any time in excess of 1 day lost on account of sickness, disease, or injury resulting from his own intemperate use of drugs or alcoholic liquors, or misconduct. A man shall be required to make up day for day the actual time lost and no more.

(2) There are certain provisions of law by means of which an enlistment may be extended beyond the *normal* date of expiration of enlistment; in these cases the *actual* date of expiration of enlistment is postponed, either for a definite or indefinite period. Whenever such an extension is made, there will be entered in the man's service record the reason and the authority therefor.

(a) *Voluntary extension of enlistment.*—A man may execute a voluntary extension of his enlistment in accordance with article D-1006.

(b) *Optional for lost time.*—Every enlisted man in the naval service who, without proper authority, absents himself from his ship, station, or duty for more than 1 day, or who is confined for more than 1 day under sentence, or while awaiting trial and disposition of his case if the trial results in conviction, may be permitted to serve, after his return to a full-duty status, for such period as shall, with the time he may have served prior to such unauthorized absence or confinement, amount to the full term of his enlistment.

If an enlisted man who has lost time in excess of 1 day due to any of the above-mentioned causes desires to serve this time, day for day, at expiration of current enlistment or extension of enlistment, he shall make official application to his commanding officer for this privilege, showing total time lost under each of the conditions enumerated in the act, which time shall be carefully checked to assure that figures given by him are correct, and the commanding officer's action on the request shall be final, unless there are unusual circumstances attending which would justify referring the enlisted man's application to the Bureau. The commanding officer shall cause appropriate entry to be made on page 9 of the man's service record, showing data on which application was submitted and date it was approved or disapproved. The commanding officer shall also cause the supply officer to be furnished with such notice as may be required for accounting purposes.

To secure the benefits authorized by the act of May 21, 1928, it is necessary that the man's application to serve time lost be submitted and approved prior to expiration of the enlistment or extension of enlistment during which the time involved was lost.

Time lost while confined awaiting trial and while serving sentence, when the man concerned is held by civil authorities, is tried and convicted, and later returns to and is retained in the naval service, can also be made good in the same manner.

When an enlisted man makes such application to serve in addition to the term of his enlistment as provided in the foregoing, and application is approved, he will be entitled, on subsequent enlistment within 3 months of date of discharge, to enlistment allowance based on the full term for which enlisted, even though he may be discharged within 3 months of the date of expiration of enlistment as extended by adding the time lost to such enlistment or extension of enlistment.

(c) *Ship at sea.*—The enlistment of a man serving on a ship at sea upon the expiration thereof, will be automatically extended until arrival at the next port, in any case where an agreement to extend has not been executed.

(d) *Ship outside continental limits.*—The enlistment of a man serving aboard a ship outside the continental limits on the normal date of expiration of his enlistment may be extended until return of the ship to a continental port of the United States. (Sec. 1422 Revised Statutes.)

(e) *For duration of war or national emergency.*—The enlistments of all men in the naval service may be extended by the Secretary of the Navy during time of war and for 6 months thereafter. (Public Law 337 of Dec. 13, 1941.) Furthermore, enlistments or extensions in the Regular Navy entered into since August 18, 1941, and all enlistments in the Naval Reserve, may be so extended during a war or national emergency and for 6 months thereafter. (Public Law 215 of August 18, 1941; Naval Reserve Act of 1938.)

(f) *Men undergoing medical treatment.*—A man of the Regular Navy whose term of enlistment would expire while he is suffering disease or injury incident to service in line of duty and not due to misconduct, and who is in need of medical care or hospitalization, may, with his consent, be retained in service beyond the normal date of expiration of his enlistment until he shall have recovered to such an extent as would enable him to meet the physical requirements for reenlistment, or until it shall have been ascertained that the disease or injury is of a character that recovery to such an extent is impossible, whichever is earlier. Tacit consent may be assumed for retention in service beyond expiration of enlistment in cases of mental incompetency or physical incapacity. A man in this category ordinarily will not be retained in excess of 6 months beyond the date of expiration of his enlistment; further retention may be authorized in meritorious cases upon proper recommendation accompanied by the supporting facts. (Public Law 333 of Dec. 12, 1941.)

(g) A prisoner awaiting or undergoing trial may be held beyond the date when his enlistment would normally expire in an extended enlistment status provided the charges or specifications have been drawn and are pending against him, until such time as the matter has been culminated.

(h) A witness in a proceeding pending at the time when his enlistment would normally expire may be held in an extended enlistment status until such time as the matter has been culminated, provided he has given his consent to such extension of his enlistment.

(i) An enlisted man who is awaiting the receipt of records and accounts for the purpose of adjusting his accounts at the time when his enlistment would normally expire, may be held in an extended enlistment status, with his consent, pending receipt of such records.

(3) *Instructions.*—(a) A man shall be discharged promptly on the normal date of expiration of enlistment, except as provided in article D-9104 (2), or by other instructions issued by the Bureau. No man shall be discharged at sea.

(b) The enlistment of a man which expires while he is under treatment for injury or disease incurred not in line of duty, or which is the result of his own misconduct may *not* be extended under the provisions of article D-9104 (2) (f); such a man is not entitled to pay or allowances after the normal date of expiration of his enlistment, unless such enlistment is extended by some other provision. Such a man should be brought before a Board of Medical Survey for recommendation as to his disposition at a time that will permit action thereon to be taken prior to the date of expiration of his enlistment. If he is not fit for service or reenlistment, he will ordinarily be discharged by reason of medical survey for physical or mental disability rather than expiration of enlistment. (See art. D-9105.)

(c) Every commanding officer will designate an officer of his command to act as recruiting officer. When a man who is eligible and recommended for

reenlistment is approaching the end of his enlistment and indicates his intention not to extend or reenlist, the recruiting officer will interview the man in order to acquaint him with the advantages and inducements of remaining in the naval service. To this end the recruiting officer must be thoroughly familiar with the benefits of enlistment allowance, continuous service, longevity, Fleet Reserve, retirement, etc. If such a man does not subsequently extend or reenlist, an entry confirming this interview will be placed in his record.

(d) When a man signifies his intention not to reenlist, he shall be transferred in accordance with article D-9115 (8) (d), if necessary.

(4) *Early discharges.*—Under certain circumstances men may be discharged for reason of expiration of enlistment 3 months or less prior to the normal date thereof, provided that such early discharge is for the benefit of the Government; the service records of men so discharged will bear a statement to this effect. In such cases the man receives credit for the full term of the enlistment for the purpose of computing service and for enlistment allowance, but only for the actual time served for longevity pay purposes. Commanding officers may discharge men under the circumstances listed below without reference to the Bureau; other cases in which such early discharge appears warranted may be referred to the Bureau:

- (a) When a ship is about to sail with the probability of not returning to the United States before the expiration of a man's enlistment.
- (b) When a ship is about to sail and the travel allowance then payable in the case of a man is materially less than would be due if he were discharged in the port where the ship is expected to be on the normal date of expiration of enlistment. When a man signifies his intention to reenlist, early discharge should be effected only with his consent.
- (c) When a man signifies his intention of reenlisting on board, and the ship is scheduled to sail on an extended cruise, in order to allow him to receive reenlistment leave prior to such sailing.
- (d) When a man's enlistment expires on a Saturday, Sunday, holiday, or day preceding a holiday, in order to permit his discharge and reenlistment on consecutive days other than those indicated.
- (e) When a man is on general detail at a receiving ship, except in the case of a man who chooses the option of article D-9104 (2) (b).

D-9105. MEDICAL SURVEY FOR PHYSICAL OR MENTAL DISABILITY.

(1) A board of medical survey shall be held in the case of each enlisted man who has been continuously on the sick list for a period of 3 months, or when directed by competent authority, and report submitted to the Bureau of Naval Personnel via the Bureau of Medicine and Surgery, on NMS Form M. When such a report has been submitted, a man shall not be returned to duty until receipt of the Bureau's instructions.

(2) In the case of a man whose enlistment has been extended at his own written request under the provisions of article D-9104 (2) (f), the report should clearly indicate:

- (a) Patient's status (held beyond normal date of expiration of enlistment).
- (b) Date of admission to sick list.
- (c) Whether the man is, or is not, fit for reenlistment.

Should the board find a man NOT fit for reenlistment, an opinion should be expressed as to whether or not recovery to such an extent is possible. A man in this category ordinarily will not be retained in excess of 6 months beyond the date on which his enlistment would have expired. Such further retention

may be recommended in cases deemed to merit consideration by setting forth fully the facts on which the recommendation is based.

(3) No action on release or discharge for physical or mental disability will be taken without prior approval of the Bureau, except wherein specific authority therefor has been delegated to certain commanding officers or commandants.

D-9106. CONVENIENCE OF THE GOVERNMENT.

The Bureau may authorize or direct the discharge of a man for the convenience of the Government when appropriate, even when such action is initiated by a request from the man concerned.

D-9107. OWN CONVENIENCE.

The Bureau may authorize the discharge of a man for his own convenience at his own official request in order to accept an appointment in another branch of the armed service, to enlist in the Regular Navy from the Naval Reserve (or vice versa), or for other reason, in accordance with such policies as may be adopted from time to time.

D-9108. DEPENDENCY.

(1) A man may submit an official request to the Bureau for discharge because of the urgent dependency upon him of a member of his family for financial assistance or care.

(2) Such request must be accompanied by at least two affidavits, one of which must be from the dependent concerned, and must be submitted via the man's commanding officer. The request should contain the following information:

- (a) Reason in full for request.
- (b) Complete home address of dependent.
- (c) Names and addresses of persons familiar with situation.
- (d) Statement as to marital status and date of marriage.
- (e) Financial obligations; amounts and modes of contributions to dependent.

(3) Before forwarding the request the Commanding Officer shall interview the man in order to elicit any further information and will insure that the required information is supplied; the forwarding endorsement shall include a statement regarding the status of any disciplinary action pending, service schools attended, and a definite recommendation.

(4) Any information concerning the private affairs of persons in the naval service, or of their families, shall be handled in the same manner as provided for restricted matter, and shall not be disclosed to persons other than in connection with their official duties, nor will the source of such information be disclosed.

D-9109. ENLISTMENT OF MINOR WITHOUT CONSENT.

(1) The law requires that written consent of the custodial parent or guardian be obtained prior to the enlistment of a minor. If a purported consent is signed by any other person, it is of no value, and is, legally, no consent at all. If, for any reason, proper consent is not obtained prior to enlistment, the parent or guardian has 90 days in which to make a request for a man's discharge on such grounds, according to law; if no such request is made, tacit consent is recognized.

(2) Upon receipt of such request within 90 days and proof that no consent was given, the Department is required by law to direct the man's discharge; except that if the man has reached the age of 21, he must join in the request, otherwise he may be retained in the Service.

(3) Any such case should be promptly reported to the Bureau.

D-9110. UNSUITABILITY.

The Bureau may authorize or direct the discharge of a man for unsuitability due to immaturity or other cause wherein it is not desired to discharge him for inaptitude.

D-9111. INAPTITUDE.

(1) The Bureau may direct the discharge of a man for inaptitude.

(2) A commanding officer of the rank of lieutenant commander, or above, is authorized to discharge for inaptitude a man serving in his first enlistment (but not in an extension thereof) whose general qualifications are such as not to warrant his retention in the service. A commanding officer below the rank of lieutenant commander shall obtain the approval of the next senior in command whose rank is that of lieutenant commander, or above, before executing such discharge. The authority herein delegated to a commanding officer is, in effect, an approval in advance of the action provided for by Navy Regulations; for this reason, and in order that the Bureau may be in a position to sustain the action, it is essential that the instructions of this article be carefully followed.

(3) A discharge for inaptitude should be given only when a man has already demonstrated his inability to cope with service conditions and when there is no evidence of his being able to adapt himself to the requirements of naval life in the future. A discharge for inaptitude is also appropriate in a less serious case than would warrant a discharge for reason of unfitness (see art. D-9112). If doubt exists as to the existence of a mental or physical disability as a cause of the inaptitude, the man should be brought before a board of medical survey for a determination of fact.

(4) Before making or recommending such a discharge, a commanding officer will investigate the case after giving the man concerned an opportunity to make any statement in his own behalf that he may desire. If the case is referred to the Bureau, one signed copy of the man's statement shall be forwarded with the papers. In every case of discharge effected under this authority, full entry will be made in the service record of the nature of the inaptitude and any other facts bearing on the case, and the statement of the man must be attached to the service record.

(5) Special instructions as to the procedure to be followed at naval training stations for the elimination of the inapt among newly enlisted men will be issued from time to time by the Bureau.

D-9112. UNFITNESS.

(1) The Bureau may direct the discharge of a man for unfitness.

(2) A commanding officer of the rank of lieutenant commander, or above, is authorized to discharge for reason of Unfitness a man serving in his first enlistment (but not in an extension thereof) who is unfitted for further retention in the naval service; a commanding officer below the rank of lieutenant commander shall obtain the approval of the next senior in command whose rank is that of lieutenant commander, or above, before executing such discharge. However, no man with less than 4 months' service will be discharged without authority of the Bureau. The authority herein delegated to a commanding officer is, in effect, an approval in advance of the action provided for by Navy Regulations; for this reason and in order that the Bureau may be in a position to sustain the action, it is essential that the instructions of this article be carefully followed.

(3) A discharge for reason of unfitness should be given only after a man has already demonstrated that he is totally unfitted for further retention. In this category is a man who repeatedly commits petty offenses not necessitating trial by court-martial, an habitual shirker, or a man of unclean habits. A man shall not be discharged for this reason as a punishment or in lieu of a court martial, but to rid the service of a person who is useless. A commanding officer should

differentiate carefully between cases warranting discharge for reason of Unfitness and for reason of Inaptitude (see art. D-9111).

(4) Before making or recommending such a discharge, a commanding officer shall investigate each case after giving the man concerned an opportunity to make any statement in his own behalf that he may desire. If the case is referred to the Bureau, one signed copy of the man's statement shall be forwarded with the papers. In every case of discharge made under this authority, full entry will be made in the service record of the nature of the unfitness and of any other facts bearing on the case. The statement of the man shall be attached to the service record.

D-9113. DESERTION WITHOUT TRIAL; TRIAL AND CONVICTION BY CIVIL AUTHORITIES; FRAUDULENT ENLISTMENT.

(1) The Bureau may direct the discharge of a man who has deserted and who has not been brought to trial, or of a man convicted by civil authorities, or of a man who has perpetrated a fraudulent enlistment. The enlistment of a minor with false representation as to age, or without consent, will not be considered a fraudulent enlistment.

(2) A commanding officer will make a prompt report to the Bureau of all circumstances surrounding a case included in any of the above categories.

D-9114. SENTENCE OF COURT-MARTIAL.

(1) Commanding officers shall carry out the approved sentences of general and summary courts-martial involving immediate dishonorable and bad-conduct discharges only on instructions of the Bureau of Naval Personnel. These instructions shall be requested without delay in order that undesirable men may not be retained in the service any longer than necessary. Pages 9 and 10 of service record completed to date and properly signed shall accompany the request. As the Bureau cannot act upon such a request until the record of proceedings of the court martial has been received and reviewed by the Department, the convening authority or commanding officer can expedite action by forwarding the record of proceedings of the court martial immediately to the office of the Judge Advocate General. (The provisions of this paragraph shall be suspended in time of war, or when otherwise directed by the Bureau, in the cases of men serving on first enlistment. First enlistment men shall be discharged with bad conduct or dishonorable discharges as soon as the required action on court-martial proceedings has been taken by the convening and reviewing authorities. If they are to be transferred to receiving ship or station nearest their homes, for discharge, in accordance with the procedure outlined in art. D-7020, the transfer and immediate discharge upon reporting shall be effected without further authority. In the cases of men serving in an extension of enlistment, or serving in a subsequent enlistment, a dishonorable or bad conduct discharge shall not be executed without specific authority of the Bureau, unless the probationary period is violated, in which event the provisions of par. 2 of this article shall apply.)

(2) If a sentence involving discharge of an enlisted man is remitted, subject to a probationary period, the man's commanding officer need not request the Bureau's authority to effect the discharge provided that the man's conduct during his probationary period does not justify his further retention. Under these circumstances the commanding officer may himself terminate the probationary period and carry the sentence of the court martial into effect.

(3) In case of either dishonorable or bad-conduct discharge pursuant to sentence of general court-martial when confinement is involved, prior instruction from the Bureau is not required.

D-9115. GENERAL INSTRUCTIONS RELATING TO DISCHARGE.

(1) *Minors.*—When a minor is discharged for a reason other than expiration of enlistment, the commanding officer effecting the discharge shall notify the next

of kin, giving the type of discharge, and, in general terms, the reason therefor. If the reason for discharge might be construed as a reflection on the individual concerned, such notification shall be phrased with care and discretion in order not to offend the persons concerned.

(2) *Physical examination.*—Every man will undergo a physical examination by a medical officer just prior to his discharge, and entries shall be made in his health record of all physical defects. Where practicable, each man should be examined by two medical officers. In case physical disability is found, the individual must be brought before a Board of Medical Survey before being discharged.

(3) *Travel allowance and transportation.*—Upon discharge, a man is entitled to travel allowance and/or transportation, based upon the reason for the discharge, in accordance with U. S. Navy Travel Instructions. For convenience, and as a guide, pertinent points are summarized in the table, article D-9103, but this should not be considered complete or authoritative.

(4) *Civilian clothes.*—When a man is discharged under unsatisfactory conditions, or for reason of inaptitude or unsuitability, outer garments or distinctive parts of the uniform should be taken from him, and he will be furnished with an outfit of civilian clothes at a cost not to exceed the sum of \$25. Amounts expended under this provision shall be charged to the clothing and small stores fund. These clothes shall be furnished to the man without regard to the state of his accounts or the amount of personal funds in his possession. Men transferred prior to the actual execution of the discharge shall take all their uniforms, bag and bedding with them. (See table, art. D-9103.)

(5) *Cash allowance.*—A man discharged under unsatisfactory conditions, or for reason of inaptitude or unsuitability, or for the reason of medical survey for physical or mental disability due to own misconduct, shall, upon discharge, be paid a sum not to exceed \$25, or such portion thereof as will, together with other funds available to the man, exclusive of travel allowance or transportation in kind, total \$25. (See table, art. D-9103.)

(6) *Delivery of discharge certificate.*—A certificate of discharge and honorable discharge button, if entitled thereto, must be delivered to a man being discharged by the commanding officer, executive officer, the officer of the deck, or the officer on duty. A man is entitled to an honorable discharge button (Regular Navy or Naval Reserve) only when discharged with an honorable discharge (B. N. P. 660).

(7) *Conditions affecting character of discharge.*—(a) In computing the final marks to be entered on a man's certificate of discharge, service record, or continuous service certificate, or in computing the averages necessary for certain characters of discharge, the first year of a man's service on a first enlistment will be disregarded, except that in the cases of reservists, all active duty marks will be used in computing final marks, where the reservist has not had 4 years' active duty.

(b) For a man being discharged at the expiration of a first enlistment, which has been extended for 1, 2, 3, or 4 years, the last 4, 5, 6, or 7 years of service will be used in computing the final average.

(c) For a man being discharged from other than a first enlistment, the entire period of such enlistment, including extensions, will be used in computing the final average.

(d) When, in any case, the beginning of a year does not coincide with a period assigned a mark in the service records, the marks for the entire quarter during which the year began shall be used in computing the final average.

(e) Regardless of his previous record, a man who has been awarded a Medal of Honor, or who has been decorated for heroism or for distinguished service, or who has received a letter of commendation from the Secretary of the Navy, is entitled to an honorable discharge, provided his record, subsequent to the act for which he was rewarded or commended, would so entitle him.

(8) *Discharge without immediate reenlistment.*—(a) Men leaving the service should be instructed that, should they desire to reenlist at some subsequent date, they should apply to the nearest recruiting officer and not direct to the Bureau. Recruiting officers have all the necessary information and can answer questions in much less time than if inquiry is made direct to the Bureau. Individual cases will be referred to the Bureau, when necessary, by the recruiting officers themselves.

(b) At the time of leaving the service every man who is carrying Government insurance should receive explicit notice that he must pay premiums direct to the United States Veterans' Administration, Washington, D. C., if he wishes to continue the insurance. Further details will be found in the Bureau of Supplies and Accounts Manual.

(c) When a man is to be discharged, without immediate reenlistment, and when selective service laws are in effect, he shall be directed to register immediately with his local board, and entry to the effect that he has been so informed shall be made in his service record.

(d) When a man is serving in a ship or station overseas from the place of acceptance for enlistment and is to be discharged without immediate reenlistment, he shall, unless he elects otherwise, be transferred as provided in article D-7018.

(e) A man discharged with a satisfactory character of discharge, except for inaptitude or unsuitability, without immediate reenlistment, may wear the uniform for a period of 3 months after discharge.

(9) *Entries in service record.*—(a) General instructions regarding entries in the service record are found in article D-4001 to 4005.

(b) Full information regarding the reason, character, and type of discharge issued, with all particulars, shall be entered in the service record over the signature of the commanding officer.

(10) *Entries on discharge certificate.*—(a) The entries to be made on a discharge certificate are self-evident.

(b) The reason and character of discharge as entered on the certificate shall accord with those given in the table, article D-9103. No other terminology will be used; the underlying cause supporting the reason will *not* be entered.

(c) It is essential that entries on the certificate as to the character of discharge, marks, and recommendation be consistent, and agree with the entries in the service record.

(d) In the case of a man who has received a letter of commendation from the Secretary of the Navy (art. D-8016), entry shall be made on the face of the discharge and continuous-service certificate in abbreviated terms, certified by the commanding officer, giving the date and brief statement of the commended act and the date of the letter. The entry shall be made conspicuous by heavy lines ruled above and below. For example:

June 10, 1924: Recovered man overboard; commended by Secretary of the Navy, letter, June 20, 1924.

(e) In the cases of chief petty officers, and officers' chief stewards and cooks, entry shall be made on discharges and continuous-service certificates to show whether the appointment is acting or permanent.

(f) There shall be attached to every discharge certificate of men not recommended for reenlistment a typewritten or printed slip warning against fraudulent enlistment in any branch of the service and pointing out that a disregard of this warning will certainly be detected by fingerprints, with the result of imprisonment, forfeiture of pay, and dishonorable discharge. No entry of similar import shall be made on the discharge certificate itself.

(g) Wherever a discharge certificate requires an entry as to recommendation for reenlistment, the commanding officer should give careful weight to all factors involved before making his decision. In general, it may be stated that a man should be recommended for reenlistment who meets the standards in marks established in article D-8020 (3) (b); however, the Bureau has laid down no fixed rule, and it is left to the discretion and judgment of individual commanding officers. If a man is discharged by reason of approved report of board of medical survey, notation to that effect will be made in the service record, pages 9 and 11; and on page 11, the recommendation for reenlistment will be "No."

(h) On the back of every honorable or ordinary certificate of discharge, on the line marked "qualifications" or "special duties for which qualified," an entry shall be made giving, in civilian terms, a statement of the duties the man has performed and his ability therein. An honorable discharge certificate can, under these circumstances, be an understandable recommendation for a man in pursuit of civilian employment.

(i) In order that commanding officers may have record of the date men were last advanced in rating, this information will be entered at time of discharge in the space provided on back of discharge certificate for "Rating at discharge." Example: Rating at discharge, GM2c, (C. R. 7/1/38). Upon reenlistment this information will be entered on page 1 of service record, Form B. N. P. 601, second line from bottom.

D-9116. DETAILED STATEMENT OF NET SERVICE.

(1) A detailed statement of service, certified by the commanding officer, will be furnished a man on discharge at expiration of enlistment. Copy shall be placed in the pocket of the service record (B. N. P. 601) before forwarding the closed service record to the Bureau of Naval Personnel.

(2) The detailed statement of net service supplements entries on discharge and continuous service certificates, and has a dual purpose, viz: (a) It is an official record of service for determining payment of enlistment allowance on reenlistment, based on the number of years served in last expiring enlistment, or reenlistment as extended; and (b) it forms the basis on which longevity pay is credited, that is, 5 percent increase in base pay after each 3-year period of net service for pay purposes, not exceeding 30 years.

ILLUSTRATION

Total military or naval service for pay purposes prior to enlistment.	8 yrs. 2 mos.
Enlisted (4 yrs.)	10 ds.
AWOL	7/2/38.
NPDI	6/29-30/39.
Sick Misc.	None.
Discharged Hon. EE	7/3/42.
Completed 12 yrs. for pay purposes	4/23/42.
Completed 4 yrs. for enlistment allowance	7/3/42.
Total service for pay purposes on discharge	7/3/42
	12 yrs. 2 mos.
	10 ds.

(3) As a man becomes entitled to an additional percentage longevity credit after each 3-year period, a copy of completed page 9 of service record will be forwarded immediately to the Bureau, showing date of entitlement to increased longevity pay credit as follows:

	<i>Percent.</i>
After 3 years' service-----	5
After 6 years' service-----	10
After 9 years' service-----	15
After 12 years' service-----	20
After 15 years' service-----	25
After 18 years' service-----	30
After 21 years' service-----	35
After 24 years' service-----	40
After 27 years' service-----	45
After 30 years' service-----	50

(4) The statement of service furnished on discharge will be obtained from the man upon reenlistment and securely filed in current service record.

D-9117. CUSTODY OF DISCHARGE CERTIFICATES AND BUTTONS.

(1) All discharge certificates and honorable discharge buttons shall be kept in the custody of the executive officer, who is responsible, under the commanding officer, for their safekeeping, accountability, and proper issue.

(2) When a unit is placed out of commission, all discharge certificates and honorable discharge buttons shall be forwarded to the Bureau by registered mail.

(3) *Honorable discharge certificates.*—

(a) These certificates and stubs are numbered serially and are bound in books of 25.

(b) Strict accountability must be maintained of these certificates; to avoid loss or theft, they should be assigned class "C" stowage.

(c) In case of loss or theft of a certificate, report shall be submitted to the Bureau giving the serial number, with all circumstances.

(d) In case of error, mutilation or defacement, the certificate and stub will be marked "canceled" over the signature of the executive officer.

(e) When all certificates in a book have been used or canceled, the book, stubs, and any canceled certificates will be returned to the Bureau by registered mail.

(f) When an honorable discharge button is issued a man, an entry to that effect will be made on the back of his certificate.

(g) When a commanding officer is being relieved of command, he shall turn over and account for all honorable discharge certificates and buttons to his relief, who will give a receipt for them. Any discrepancy will be reported immediately to the Bureau.

Section 2. CANCELLATION OF ENLISTMENTS

D-9201. CANCELLATION OF ENLISTMENTS—DEFINITION.

A legal enlistment may not be canceled. An illegal enlistment must be canceled. Illegal enlistments are those entered into when a man—

- (1) Is under the legal age for enlistment (14 years.)
- (2) Is intoxicated.
- (3) Is insane.
- (4) Deserted from the naval or military forces in time of war.

D-9202. CANCELLATION OF ENLISTMENT—ACTION.

All cases of apparent illegal enlistments will be reported to the Bureau immediately. After confirmation of the facts, the Bureau will direct the cancellation of the enlistment and disposition of the man.

Section 3. RELEASES FROM ACTIVE DUTY**Reserve and Retired Personnel****D-9301. TRANSPORTATION.**

Men being released from active duty are entitled to travel allowance, or transportation in kind, as provided in the U. S. Navy Travel Instructions, or elsewhere in this Manual.

D-9302. WAR OR NATIONAL EMERGENCY.

Naval Reservists and retired men will be released from active duty in time of war or national emergency only in accordance with instructions of the Bureau as may be issued from time to time.

D-9303. PEACE TIME.

(1) Volunteer, Organized, and Merchant Marine Reservists shall be released from active duty in accordance with article H-1704.

(2) Fleet Reservists shall be released from active duty upon transfer to the Fleet Reserve in accordance with section 4, part D, and section 4, part H, of this Manual, and the U. S. Navy Travel Instructions.

(3) Retired personnel, except in time of war or national emergency, shall be released from active duty after being placed on the retired list in accordance with section 5 of this chapter, and the U. S. Navy Travel instructions.

Section 4. TRANSFERS TO FLEET RESERVE**D-9401. TRANSFER TO FLEET RESERVE AND RELEASE TO INACTIVE DUTY.**

Enlisted men of the Regular Navy may request to be transferred to the Fleet Reserve, and, except in time of war or national emergency, be released to inactive duty, in accordance with section 4, part H, of this Manual, and the following instructions:

(1) When an enlisted man has completed the necessary service in the Navy and desires to transfer to the Fleet Reserve, request shall be submitted on Form B. N. P. 630. In forwarding Form B. N. P. 630 to the Bureau, commanding officers shall enclose one copy of pages 9 and 10 of the applicant's current service record since submission of last report to Bureau.

(2) When an enlisted man is transferred to the Fleet Reserve in accordance with instructions of the Bureau of Naval Personnel and placed on inactive duty, the commanding officer will see that the following procedure is complied with:

(a) B. N. P. 631—Authorization for transfer to Fleet Reserve: The Commanding officer will forward the original and two copies to the disbursing officer who is carrying the active duty accounts of the man. The disbursing officer will forward the original and one copy to the Bureau of Supplies and Accounts (retainer pay division), Navy Department, Washington, D. C., and forward one copy to the Bureau of Naval Personnel with service record (B. N. P. 601).

(b) B. N. P. 601—Regular Navy service record: Appropriate entries will be made on front cover, summary of all ships and stations entered on Page 12, page 11 fully completed, and entry made on page 9 showing date and place of transfer, date of release, class to which transferred.

home address, naval district to which records are forwarded. Forward to Bureau of Naval Personnel.

- (c) B. N. P. 952—Naval Reserve record: Record will be made out, the data form showing the character of service and the duty for which best fitted filled out and attached to the record, and forwarded to the commandant of the naval district in which the reservist intends to reside.
- (d) Health records: Handle in accordance with current instructions from the Bureau of Medicine and Surgery.
- (e) Continuous service certificate: Continuous service certificate should be closed out and returned to the man. If accounts are incomplete upon transfer and it is necessary for the commandant to make adjustments, the continuous service certificate will be forwarded to the commandant of the naval district with his Naval Reserve record; when all adjustments have been made, the continuous service certificate will be returned to the man.
- (f) Instructions to reservist: The reservist will be instructed in writing by his commanding officer of the necessity of keeping himself in readiness for service in the event of war or national emergency; that he must at all times keep the commandant of the naval district in which he resides informed of his home address; that he must answer promptly all letters addressed to him by the proper authority; that he must inform the commandant of any change in his health which might prevent service at sea in time of war. The commanding officer will inform the reservist as to the recruiting and other naval stations nearest his home and encourage him to maintain touch with these stations.

(3) A man transferred to the Fleet Reserve must be released from active duty on the date the transfer is effected unless an order to the contrary has been received.

(4) A Fleet Reservist on inactive duty is entitled to medical treatment and hospitalization. When hospitalized in a naval hospital, he is entitled to a daily ration. (Naval Reserve Act of 1938.)

(5) A Fleet Reservist on inactive duty, who is a war veteran, is entitled to hospitalization in a Veterans' Administration hospital, and continues to receive his regular Fleet Reserve pay when he has a dependent. If without a dependent, his Fleet Reserve pay is reduced to \$15 monthly during his hospitalization under authority of the Veterans Administration.

Section 5. RETIREMENTS

D-9501. RETIREMENT FROM REGULAR NAVY AND FLEET RESERVE.

An enlisted man is entitled to be placed on the retired list of the Regular Navy:

(1) When serving in the Regular Navy, upon completion of 30 years' active service in the armed forces, and upon his application to the President of the United States.

(2) When a member of the Fleet Reserve, upon completion of 30 years' total time, active or inactive, in the armed services, without application.

(3) When a member of the Fleet Reserve and after examination, he is classified as not physically qualified for active duty, without application.

D-9502. RETIREMENT—SERVICE COMPUTED.

For retirement purposes, the armed services include the Army, Navy, Marine Corps, Coast Guard, and the various reserve components thereof. Active service

means active duty other than training duty. Double time credits are allowed for service as follows:

(1) In the Army, Navy, and Marine Corps from April 21, 1898, to April 11, 1899, inclusive.

(2) In the Army and Marine Corps in Puerto Rico and Hawaii on or before April 23, 1904, and in Cuba, the Philippines, China, Guam, Alaska, and Panama on or before August 24, 1912.

D-9503. RETIREMENT—PROCEDURE.

A man shall be placed on the retired list on the first day of the month following receipt of retirement orders. His records and accounts on the active list or in the Fleet Reserve shall be closed accordingly.

(1) If he is to be immediately placed on active duty in his status as a retired man, he shall be issued separate orders accordingly, and his records and accounts taken up.

(2) If he is to be placed on inactive duty, he shall be ordered, and provided transportation in kind, to his home; his records, containing his permanent home address should be forwarded to the commandant of the naval district in which he will reside.

(3) A retired man may be ordered to active duty in time of war or national emergency, and while so serving on active duty shall be subject to the laws and regulations governing persons in the Naval Service. If on inactive duty he shall inform the Navy Department, via his district commandant, of any change of address, and in all communications shall give his full name, rate, and service number.

(4) *If retired from the Fleet Reserve*, appropriate entry as to retirement shall be made in service record, Form B. N. P. 952, and duplicate page 9 forwarded to the Bureau. Service record to be marked prominently at top of cover "Retired-Fleet Reserve" and shall be retained in the command to which attached.

(5) *If retired from the regular Navy*, after 30 years in the armed forces, current service record will be closed and forwarded to the Bureau as required by Articles D-4004 (3) and D-4021 (1) (f). A new service record, Form B. N. P. 601, will be prepared as of the effective date of retirement in all cases where transfer to the retired list is made from the regular Navy. The new service record shall be marked prominently at top of cover "Retired, Regular Navy," and upon release of the retired man to inactive duty, will be forwarded to the Commandant of the Naval District where the man will reside.

D-9504. RETIREMENT PAY.

(1) A retired man on active duty shall receive the full pay and allowances of his rating.

(2) A retired man on inactive duty shall receive such retirement pay as may be provided by law, from the Bureau of Supplies and Accounts (retainer pay division).

D-9505. HOSPITALIZATION, RETIRED MEN.

A retired man on inactive duty is entitled to medical treatment and hospitalization. When hospitalized in a naval hospital, he is entitled to a daily ration. (Naval Reserve Act of 1938.)

D-9506. HOSPITALIZATION VETERANS' ADMINISTRATION, RETIRED WAR VETERANS.

A retired man on inactive duty, who is a war veteran, is entitled to hospitalization in a veterans' administration hospital, and continues to receive his regular retired pay when he has a dependent. If without a dependent, his retired pay is reduced to \$15 monthly during his hospitalization under authority of the Veterans' Administration.

Section 6. DEATHS OR MISSING

D-9601. PROCEDURE IN CASE OF DEATH OR SERIOUS INJURY.

(1) When a death occurs, the commanding officer shall make immediate report by dispatch direct to the Secretary of the Navy, giving the following information:

- (a) Full name.
- (b) Service number.
- (c) Rating.
- (d) Cause of death with line of duty and misconduct status.
- (e) Name of next of kin.
- (f) Address of next of kin.
- (g) Whether or not next of kin has been notified.
- (h) Disposition that has been or will be made of remains.
- (i) Pay per month.
- (j) Name of beneficiary.
- (k) Address of beneficiary.
- (l) Date to which Government insurance premiums have been paid.
- (m) Whether on active duty (in case of reservists).

In case full information under any of the foregoing heads must await later investigation or determination, the dispatch shall be sent with whatever data is available supplementing it with complete information at the earliest possible date.

(2) In all cases of death or of accident involving serious injury to any person in the naval service, the commanding officer shall acquaint the next of kin of all the circumstances connected therewith so far as definitely known. This communication should be by letter and in such language as to show personal consideration for the next of kin. Care should be exercised to see that the information given is not at variance with the findings of any court or board that may have been convened in the premises; however, the fact that a court or board is to investigate the circumstances should not operate to delay this communication. This letter is additional to the dispatch required by Navy Regulations, article 908 (2). Copies of all communications with the next of kin shall be sent to the Bureau.

In order that the Bureau may be in a position to reply to requests from next of kin and other relatives or close friends, for further details, commanding officers will supplement the report required in paragraph (1), by air-mail letter, giving more detailed information, where appropriate, such as:

- (a) Date and hour of death, weather, and sea conditions.
- (b) Circumstances attending the loss of life.
- (c) Extent and search made for body.
- (d) Advisability of further search.
- (e) Any other pertinent information of interest concerning death.

Information which will in any manner disclose movements of ships, or jeopardize communication security, is not desired.

(3) In cases of naval disasters, or where an accident has involved many persons, the dispatch to the Department should include full names, ratings, and service numbers of those dead, seriously injured, slightly injured, and missing. The additional information outlined in paragraph 1 of this article should be sent as soon as possible thereafter. Reports of casualties will in all cases include service number, if available, and will list separately those occurring in action, with date, using following phraseology: Killed in action; died of wounds or injuries received in action; missing in action; wounded in action. The expression "lost in action" will not be used.

(4) Great care should be exercised in identifying dead bodies. Fingerprints should invariably be taken at the first opportunity in the manner outlined in chapter 2 of part D.

(5) Service records of men who have died should be forwarded to the Bureau at the earliest possible moment. They must contain an entry of the amount of insurance and date of last premium payment and also contain the inventory of effects and record of their disposition. On continuous-service certificates this entry should be placed in red ink on lines under "pay officers' certificates."

(6) When an enlisted man is killed or injured while on authorized leave or liberty, the commanding officer shall have entered on page 9 of the service record the date and hour (if available) the leave or liberty commenced, the period of time for which granted, and whether it was authorized leave or liberty. This information is required by the Veterans' Administration in adjudicating claims for pension submitted by enlisted men or their dependents.

D-9602. DISPOSITION OF EFFECTS OF DECEASED PERSONS.

(1) The commanding officer shall, upon death of any person on board the ship under his command, cause all of the effects to be collected and inventoried. If the deceased was an officer, this shall be done by two officers of the ship; if a member of the crew or other person, by an officer of the ship detailed for this purpose. The inventory shall be made out in triplicate, duly attested and signed by the officer or officers making it. Upon completion of the inventory the effects that are not of a perishable nature shall be put up in packages of convenient size and sealed with the seal of the ship. The commanding officer shall retain one copy of the inventory and deliver one copy to the supply officer. The supply officer shall take charge of the effects for safe keeping.

(2) If any of the effects of a deceased person are perishable and deteriorating, they shall be immediately sold at auction, and the proceeds of sale shall be disposed of in the same manner as other money found in his effects.

(3) All moneys, articles of value, papers, keepsakes, and other similar effects shall be forwarded to the legal representative, or in default of such, the heirs at law of the deceased. Should it be impossible to ascertain the existence of the legal representatives or heirs at law, the moneys and other articles mentioned shall be sent for safe keeping to the Bureau of Naval Personnel or the Commandant of the Marine Corps, as may be appropriate. Should this property be unclaimed for a period of two years after the death of the owner it will be sold at auction to the highest bidder, and the proceeds of the sale, together with the moneys above mentioned, will be deposited in the United States Treasury to the credit of the Navy pension fund. If at any time during two years this property is in custody of the naval authorities the executor, legal representative, or heirs at law apply therefor, it will be delivered to them.

(4) The effects, other than those mentioned in paragraphs 2 and 3 of this article, shall be retained on board for transmission to heirs, relatives, or friends, if possible to learn their wishes. If impossible to ascertain their desires, he may, at his discretion, either sell these effects at auction or retain them longer. The proceeds of this sale, if any, shall be disposed of in the same manner as other moneys found in the effects of the deceased.

(5) One copy of the inventory shall be attached to the service record. This copy shall show the disposition made of each item and, in case of sale held, the amount realized therefrom. In case it is necessary to forward the service record before final disposition of the effects has been made, this information should be transmitted by special letter to the bureau.

(6) Pay accounts of deceased persons should be closed as soon as possible and forwarded under letter of transmittal to the Bureau of Supplies and Ac-

counts, accompanied by a statement of account and by the will, if there is a will, for further transmittal to the General Accounting Office. The letter of transmittal should state that the account is closed because of death.

(7) Whenever possible to comply with requests of individuals or from veteran organizations for naval participation a firing squad and a bugler will be supplied for the funeral of any person who at any time has served in the armed forces of the Navy and Marine Corps and was honorably discharged therefrom, provided that such participation can be supplied without expense to the Government and provided further that the required personnel is available. No firing squad and bugler shall be supplied for the funeral of any person not entitled to burial in a national cemetery.

D-9603. TRANSPORTATION OF DEAD BODIES.

(1) Arrangements now in effect provide for the handling of bodies by wagon transfer at junction points where transfer is necessary, permitting the through handling of bodies by the carriers from point of origin to final destination. The parties performing the final transfer by wagon are to bill against the carrier whose baggage agent arranges for the services, and the carriers will present the bill to the department in the usual manner accompanied by the transfer certificate.

(2) Complaints have been received from carriers stating that the escorts in many cases were unable to give the baggage agents the number of the transportation request upon which the original tickets were received, and due to this neglect they were unable to support their bills covering wagon transfers; it is therefore directed that all issuing officers furnish the escorts of bodies with a memorandum indicating the transportation request number and also give explicit instructions to mark the number plainly on the transfer certificate presented to them for their signature by the baggage agent. (See U. S. Navy Travel Instructions 1-3, 2-30 (5), 5-6, 5-9 (1) (2) (3).)

CHAPTER 10

MISCELLANEOUS

Section 1. QUARTERS, SUBSISTENCE, AND CLAIMS

GENERAL INSTRUCTIONS

D-10101. ALLOWANCES IN THE ABSENCE OF QUARTERS AND SUBSISTENCE IN KIND; GENERAL.

(1) Enlisted men on shore duty when quarters or rations in kind are not furnished at the station to which attached, and enlisted men on sea duty while absent from their ships on temporary duty not involving travel are paid allowances in the absence of quarters and subsistence in accordance with an Executive order and modifications thereto based on the Pay Readjustment Act of 1942.

(2) The term "quarters" means quarters equivalent to those a man would have assigned him on board ship as an enlisted member of the naval service.

Bunks are defined as "suitable" quarters for chief petty officers and for all other enlisted men below that grade, as noted above.

(3) Different rates have been prescribed for the subsistence allowance, depending on whether or not Government messing facilities are furnished.

The term "Government messing facilities" means facilities for establishing a mess equivalent to a general mess on board ship. This includes messing utensils and equipment with the proper facilities for preparing and serving meals. A general mess is defined as "suitable" messing facilities for chief petty officers in the absence of a chief petty officers' mess at shore stations.

(4) Except for men absent from their ships or stations on temporary duty, not involving travel, as set forth in paragraph D-10109 of this manual, these allowances will be paid to enlisted men only upon the approval of the Bureau of Naval Personnel. In submitting requests for the consideration of the Bureau, commanding officers will be governed by the fact that existing facilities for quartering and messing the personnel at any station *must be employed*; and if, for the special privilege or benefit of any man, that man is excused from availing himself such facilities, such excuse cannot be considered as a good reason for authorizing an allowance in his case.

(5) These instructions will be *scrupulously observed* by all commanding officers before stating on any request that "quarters and messing facilities are, or are not, available."

The tables in articles D-10102, D-10103, and D-10109 will govern the amounts to be paid when quarters and subsistence in kind are not furnished by the Government, and these amounts will in no case be exceeded.

(6) Requests received in the Bureau which do not conform with the specific instructions contained in article D-10105 of this manual will be returned without action.

(7) As a general rule, authorization for the payment of allowances in the absence of quarters and messing facilities on shore will be issued only by the Bureau of Naval Personnel. This procedure is necessary in order that the Bureau may exercise administrative and budgetary control over such expendi-

tures. However, in time of war, or when considered necessary, the Bureau may delegate authority to certain commands afloat and ashore, to make payments without specific approval of the Bureau in each case, in which event appropriate instructions will be promulgated.

D-10102. ALLOWANCES FOR QUARTERS AND SUBSISTENCE TO ENLISTED MEN NOT FURNISHED QUARTERS OR RATIONS IN KIND.

TABLE I

Men on duty where quarters or rations in kind are not furnished shall be granted daily allowances as follows:

	No Govern- ment mess- ing facilities furnished	Govern- ment mess- ing facilities furnished
A. General —When assigned to countries or places not otherwise hereinafter specified:		
(a) Subsistence.....	\$1.50	\$1.20
(b) Quarters.....	1.25	1.25
B. Special —When assigned (except as hereafter provided) to Europe, South America, India, Africa, Australia, or at such other countries or isolated stations as determined by the head of the department concerned, or when absent from their ships on temporary duty not involving travel:		
(a) Subsistence.....	2.25	2.10
(b) Quarters.....	1.25	1.25
Exception No. 1—Canal Zone:		
(a) Subsistence.....	1.50	1.20
(b) Quarters.....	1.25	1.25
Exception No. 2—Alaska:		
(a) Subsistence.....	3.00	3.00
(b) Quarters.....	2.00	2.00
Exception No. 3—Naval missions to Brazil, Colombia, Ecuador, Peru, and Venezuela.		
(a) Subsistence.....	.75	-----
(b) Quarters.....	1.25	-----
Exception No. 4—American embassies, Bogota, Colombia, Havana, Cuba, and Moscow, U. S. S. R.; and American Legations, Addis Ababa, Ethiopia, and Guatemala City, Guatemala.		
(a) Subsistence.....	3.00	3.00
(b) Quarters.....	2.00	2.00
C. Special —Enlisted men assigned to duty where emergency conditions justify such allowances, payable at the discretion and upon the determination of the head of the department concerned, in lieu of allowances at rates otherwise specified herein:		
(a) Subsistence.....	3.00	3.00
(b) Quarters.....	2.00	2.00

NOTE 1.—Upon arrival at or departure from a station where allowances for subsistence are paid, allowances shall be computed as follows: The day to begin at midnight; for 18 hours or more at the station, 1 whole day; for 12 hours or more but less than 18 hours at the station, two-thirds of 1 day; for 6 hours or more but less than 12 hours at the station, one third of 1 day. No allowances for subsistence shall be paid for the day on which a man arrives at a station after 6 o'clock p. m.

NOTE 2.—In determining the allowance for quarters a fractional part of a day shall be computed as a whole day, the day to begin at midnight.

NOTE 3.—This table is an excerpt from Executive Order No. 9206 of July 27, 1942.

D-10103. TABLE OF ALLOWANCES, MEN TRAVELING ON DUTY.

TABLE II

(1) Men traveling on duty where cooked or travel rations are not furnished for the journey will be granted daily allowances as follows:

	Travel status including detention of not to exceed 3 days at one place	Travel status involving detentions	
		For the fourth to the sixth days (inclusive) of detention at one place	For the seventh to the thirty-first days (inclusive) of detention at one place
A. Sleeping-car, stateroom accommodations, or other quarters furnished:			
(a) Subsistence (in dining car on train at not to exceed \$1 per meal).....	\$3.00		
(b) Subsistence (elsewhere at not to exceed \$0.75 per meal).....	2.25	\$1.80	\$1.50
B. No sleeping-car, stateroom accommodations, or other quarters furnished:			
(a) Subsistence (in dining car on train at not to exceed \$1 per meal).....	3.00		
(b) Subsistence (elsewhere at not to exceed \$0.75 per meal).....	2.25	1.80	1.50
(c) Quarters when subsistence includes 3 meals in dining car on train at not to exceed \$1 each.....	1.50		
(d) Quarters when subsistence includes 2 meals in dining car on train at not to exceed \$1 each.....	1.50		
(e) Quarters when subsistence includes 1 meal in dining car on train at not to exceed \$1.....	1.50		
(f) Quarters when subsistence is paid at rate of not to exceed \$2.25 per day.....	1.50	1.50	1.25
C. Special: Europe, Mexico, Central America, and South America:			
(a) Subsistence.....	3.00	2.70	2.25
(b) Quarters (if not furnished by the Government).....	2.00	1.50	1.25
Exception No. 1—Alaska:			
(a) Subsistence.....	3.00	3.00	3.00
(b) Quarters (if not furnished by the Government).....	2.00	2.00	2.00

NOTE 1.—The combined allowance for subsistence and quarters shown in first column opposite subdivisions A and B under heading "Travel status including detention not exceeding 3 days at one place" shall in no case exceed \$5 for any 1 day.

NOTE 2.—When in a travel status allowances for subsistence shall be computed as follows for the day of departure from and arrival at station: The day to begin at midnight; for 18 hours or more in travel status, 1 whole day; for 12 hours or more but less than 18 hours in travel status, two-thirds of 1 day; for less than 12 hours in travel status, one-third of 1 day. No allowance shall be paid for the first day of a journey which begins after 6 o'clock p. m.

NOTE 3.—In determining the allowance for quarters a fractional part of a day shall be computed as a whole day, the day to begin at midnight. No allowance shall be paid for the first day of a journey which begins after 6 o'clock p. m.

NOTE 4.—Men absent under orders from their stations upon duty which involves travel and also temporary detentions during the journey shall be deemed to be traveling under orders during the entire period of such absence. Allowances for the periods spent in actual travel, including detentions not exceeding 31 days, shall be computed as indicated in table II. For longer periods of detention at one place, the allowances prescribed in table I shall govern after the first 31 days. The day of actual arrival at, or departure from, place of detention shall be considered a day of travel.

NOTE 5.—This table is an excerpt from Executive Order No. 9206 of July 27, 1942.

(2) For actual and necessary expenses and per diem allowances of warrant officers and enlisted men of the Navy while traveling by air under competent orders, see U. S. Navy Travel Instructions.

(3) In cases where a change in the station or status of a man receiving a commuted allowance in lieu of quarters occurs, the following will govern: If the departure is prior to 6 o'clock p. m., no station allowance for quarters will be allowed but the travel allowance for quarters will be advanced. If the departure is after 6 o'clock p. m., the station allowance for quarters will be paid and no cash allowance for quarters advanced. For the day of arrival at a station the station allowance for quarters will be paid and no cash allowance

will be advanced. Cash will not be advanced for quarters in cases where travel is completed in the same day, i. e., between midnights. The following examples are given for illustration:

- (a) Departure 4 o'clock p. m.: No station allowance for quarters should be paid, but travel allowance for quarters should be advanced.
- (b) Departure 6.30 o'clock p. m.: Station allowance for quarters will be paid, but no cash travel allowance for quarters advanced, although Pullman berth or stateroom may be furnished if necessary.
- (c) Arrival at a station any time between midnights: Station allowance, but no travel allowance for quarters will be allowed. Station allowance for quarters will be allowed even though a Pullman berth or stateroom was furnished for part of the day of arrival at a station.

D-10104. ADVANCE PAYMENTS, ALLOWANCES FOR QUARTERS AND SUBSISTENCE.

(1) Payments of allowances for quarters and subsistence may be made to enlisted men not more than one month in advance, except that as to men proceeding to or from a station beyond the continental limits of the United States or in Alaska, such payments may be made not more than three months in advance. The heads of the Departments concerned may prescribe such additional regulations as may be necessary to carry out the provisions of this paragraph. (Executive Order No. 9206 of July 27, 1942.)

D-10105. ALLOWANCES IN THE ABSENCE OF QUARTERS AND SUBSISTENCE IN KIND, AUTHORITY FOR PAYMENT TO BE OBTAINED FROM BUREAU OF NAVAL PERSONNEL.

(1) Requests for authority for payment of these allowances from commands within the jurisdiction of a naval district will be forwarded via the commandant of that district. From all other commands, including recruiting stations, requests should be forwarded direct to the Bureau. Requests should be submitted for the Bureau's approval on the date that the man reports for duty.

(2) When preparing and forwarding these requests the following instructions shall be carefully and specifically followed:

- (a) Prepare a separate request for each man (in triplicate) for each class of allowance.
- (b) The original must be signed by the commanding officer and by the commandant when forwarded via that officer.
- (c) Include in each request the full name of the man concerned, his rating, service number, organization, actual place of detail or performance of duty, together with the date that payment of allowance requested should commence.
- (d) Include in every case a definite statement as to whether or not quarters and messing facilities (either or both) are available at the station from which the request is submitted. If the statement that quarters and messing facilities are available appears on a request, a *full report* in the premises will be submitted as to the reasons why they are not utilized.

(3) In time of war, or when considered necessary, the Bureau may delegate authority to certain commands afloat and ashore, to make payments without specific approval of the Bureau in each case, in which event appropriate instructions will be promulgated by circular letter.

D-10106. SUBSISTENCE ALLOWANCES, ETC., UPON REENLISTMENT AND OTHER REASONS FOR RENEWAL AT STATIONS TO WHICH ATTACHED.

(1) In case men are discharged and reenlist the following day on the same ship or station, allowances in the absence of quarters and subsistence may be paid on the basis of the original authorization of the Bureau, and reference should be made to this authority thereafter. When more than one day elapses between date of discharge and date of reenlistment, the original authorization of the Bureau will be considered void and a new request will be submitted for the Bureau's approval in accordance with instructions contained in paragraph D-10105 of this manual.

(2) Enlisted men, entitled to receive allowances for quarters and subsistence, shall continue, while their permanent stations remain unchanged, to receive such allowances while sick in hospital or absent from their permanent duty stations in a pay status: *Provided*, That allowances for subsistence shall not accrue to such an enlisted man while he is in fact being subsisted at Government expense. (Transfer from shore duty in one naval district to a hospital in another naval district is considered a change of permanent station for this purpose.)

D-10107. REPORTS ON SUBSISTENCE AND QUARTERS ALLOWANCES.

Monthly reports will be submitted on the last day of each month to the Bureau of Naval Personnel, in triplicate, by each station where allowances are being paid for quarters and subsistence, either or both, and will show the following information thereon:

- (a) Name of each man in full and his rating.
- (b) Amount per day paid to each man.
- (c) Period of the month by dates actually entitled to payment.
- (d) Actual duty performed or actual place of detail will be shown opposite each man's name.

Absence over leave, or other causes for nonpayment of any allowances for quarters or subsistence authorized or requested will be accounted for in a footnote inserted at the bottom of each report.

These reports *must* contain the names of all men who are entitled to a cash allowance for quarters or subsistence during the month for which such report is rendered, and men for whom requests have been submitted for the Bureau's action *must* be included in this report, even though requests have not been returned by the Bureau to the station submitting such requests.

D-10108. COMMUTED RATIONS FOR MEN ON SHORE DUTY.

(1) Commanding officers of shore activities and receiving ships are authorized to approve, without reference to the Bureau, requests of enlisted men under their command for commutation of rations, under the following conditions:

- (a) The mess to which the man is regularly assigned shall not be left with too few members to permit of economical administration as a result of approval of the request. A statement to this effect shall be contained in the commanding officer's approval.
- (b) In accordance with Article 1213 (2) Navy Regulations, no person employed in the service of the general mess shall have his ration commuted. When the request of a Chief Commissary Steward, Ship's Cook, or Baker is approved, the commanding officer's indorsement shall include a statement that the man is not detailed in connection with the administration of a mess.

(2) The authority contained in paragraph 1 above shall extend to commanding officers of aviation squadrons and units only while actually based on shore.

(3) When enlisted men are subsisted in messes on shore other than the general mess, a commutation of 55 cents a day will be paid monthly to treasurers of the messes concerned.

(4) The commanding officer's approval of requests for commutation of rations may not be retroactive. The payment of commuted rations shall commence on the date following the date of the commanding officer's approval.

(5) (a) When an enlisted man is transferred for any reason, the authority to commute his rations shall cease.

(b) When an enlisted man is discharged and reenlists the following day on the same shore station, commuted rations may be paid on the basis of authority which was effective on day of discharge. When more than one day elapses between date of discharge and date of reenlistment, the authority to commute rations shall cease.

D-10109. PAYMENTS TO MEN FOR QUARTERS AND SUBSISTENCE WHILE ABSENT FROM THEIR SHIPS OR STATIONS ON TEMPORARY DUTY OTHER THAN SHORE PATROL, NOT INVOLVING TRAVEL.

(1) For men absent from their ships or stations on temporary duty, not involving travel, the following instructions will govern:

(a) Men absent from their ships or stations on temporary duty during any regular meal hour will be paid subsistence allowance at the rate of \$0.70 per meal.

(b) Men absent from their ships or stations on temporary duty where such absence necessitates the procurement of quarters will be paid a quarters' allowance of \$1 per diem.

(c) In each case orders must be issued by the commanding officer. These orders shall be indorsed, showing the time of leaving the ship and the time of return. In the case of men who may habitually be absent during meal hours, monthly orders may be issued; but such orders shall contain indorsement showing dates and times actually absent from the ship.

(d) Payments in such cases will be made on public bill.

(e) The approval of the Bureau will not be required for payments made to men under this paragraph unless the period exceeds 72 hours, in which case it will be considered permanent duty and a request (in triplicate) will be forwarded to the Bureau for approval to pay per diem allowances in accordance with Table I, paragraph D-10102 of the Manual, prior to the detail if quarters and subsistence in kind are not available, in all cases where such action is practicable, otherwise request will be submitted by despatch, stating in detail reasons for such payment and giving full names of each man involved. If approval is granted by the Bureau the request by despatch will be augmented by a request by mail (in triplicate) for each man. (Art. 1823 (6), U. S. Navy Regulations, 1920.)

D-10110. DEPENDENTS QUARTERS ALLOWANCE.

(1) Each enlisted man of the first, second, or third grade in the active military, naval, or Coast Guard service of the United States who is not entitled to a money allowance for quarters in a nontravel status under the provisions of section 10 of the act of June 16, 1942, and who has a dependent as defined in section 4 thereof, shall be entitled to receive for any period during which public quarters are not provided and available for such dependent, the money allowances for quarters prescribed for enlisted men in a nontravel status by table I. Any such enlisted man shall continue to be entitled to this allowance although receiving the allowance for quarters in a nontravel status prescribed

by table I, if by reason of orders of competent authority his dependent is prevented from dwelling with him. The term "dependent" as defined in section 4 of the act of June 16, 1942, shall include at all times and in all places a lawful wife and unmarried children under 21 years of age. It shall also include the father or mother of the person concerned provided he or she is in fact dependent upon such person for his or her chief support: *Provided*, That the term "children" shall be held to include stepchildren and adopted children when such stepchildren or adopted children are in fact dependent upon the person claiming dependency allowance. (Executive Order 9206 of July 27, 1942.)

(2) Competent authority shall be considered as instructions issued by the Secretary of the Navy preventing dependents from accompanying personnel to their duty stations, or a determination or the inclusion of a similar directive in individual orders for transfer of enlisted men issued by the Chief of Naval Personnel. Where doubt exists as to eligibility, official request shall be submitted to the Bureau of Naval Personnel for determination.

(3) An enlisted man otherwise entitled to money allowance for quarters for dependents will be credited with such allowance in lieu of quarters allowance in his own right. When a man's right to money allowance for quarters is established, whether he is serving ashore or afloat, and as long as there is no change in status of dependency and no government quarters are provided and available for his dependents, the pay roll credit of money allowance for quarters will be made in lieu of credit for quarters and will be continued whether the man is or may become entitled to an alternative credit for quarters. (Bu. S. & A. Manual.)

D-10111. FURLOUGH RATIONS.

(1) Enlisted men of the Navy, the reserve and retired components thereof when on active duty, and the Insular Force are entitled to the commuted value of the Army ration prescribed by the War Department for enlisted men of the Army and the Philippine Scouts, respectively, when on authorized leave in excess of 72 hours. The commuted value of the Army furlough ration for the current fiscal year is shown in Bureau of Supplies and Accounts Memoranda.

(2) (a) The period of leave will be stated over the signature of the officer granting the leave; only the original leave authorization will be signed. When the enlisted man returns from leave, an endorsement showing dates and hours of departure and return and, if applicable, extensions granted and excused period of overleave, will be placed on the original leave authorization and forwarded to the Disbursing Officer as authority to credit furlough rations.

(b) When a leave authorization is lost, a copy showing the required endorsements as to dates and hours of departure and return, certified by an officer and bearing the man's affidavit stating when, where, and the circumstances under which the loss occurred, that he reported to his ship or station on or before the last day of leave, and that payment of furlough rations has not been received, may be used in lieu of the original.

(3) For the purpose of crediting furlough rations, except as noted in paragraphs (4), (5), and (6) below.

(a) The term "leave" herein covers the entire period of authorized absence, including travel time if specified separately in the authorization, and any extensions if granted.

(b) The leave authorized must exceed 72 hours; the leave taken must exceed 72 hours between the dates specified in the authorization;

otherwise the hour of departure or return is immaterial in computing credit for furlough rations.

- (c) The first day of credit will be the day of actual departure, on or after, but not before the commencement date specified in the authorization.
- (d) The last day of credit will be the day before the date of actual return from leave, provided such date is on or before the expiration date specified in the authorization.
- (e) If the date of actual return from leave is after the date specified in the authorization a period of overleave is involved:

- (1) If the absence overleave is excused by the commanding officer as unavoidable, the commanding officer will endorse such fact on the original leave authorization. In this event furlough rations accrue for the period of both the authorized leave and the overleave.

- (2) When the absence overleave is not so excused, furlough rations are not payable for the period of either the authorized leave or the overleave.

(4) When an enlisted man is granted leave from a ship or station outside the continental limits of the United States effective upon arrival within the United States, and travel is performed aboard a Government vessel, the commanding officer of the vessel will endorse on the man's orders the dates and hours of embarkation and debarkation. Furlough rations will not accrue during the period on board such vessel, including both dates of embarkation and debarkation.

(5) When orders directing transfer between ships or stations authorize delay in reporting to new ship or station, such delay to count as leave, the provisions of paragraph (3) apply to the period of delay. A certified copy of the orders directing transfer and granting delay or leave may be filed in lieu of the original leave authorization required by paragraph (2) (a). Endorsement by the disbursing officer as to the inclusive dates for which furlough rations were credited, date and amount of payment will be placed on the face of the original and all pertinent copies of such orders. Furlough rations will not accrue in the accounts of such men when they have been paid subsistence allowance as "prescribed by Article D-10103 for either a whole or a fractional part of a day.

(6) When an enlisted man is on leave from a ship or station where he is in receipt of subsistence allowance, by reason of absence from ship or station on temporary duty as prescribed by article D-10104, the provisions of paragraph (3) apply during such leave in lieu of the subsistence allowance. Furlough rations will not accrue in the accounts of such men when they have been paid subsistence allowance as prescribed by article D-10104, for either a whole or fractional part of a day.

(7) Enlisted men who are drawing commuted rations as prescribed by Article D-10109 are not entitled to commuted rations for any period of absence with or without leave, but are entitled to furlough rations for periods of authorized leave under the provisions of paragraph (3).

D-10112. SHORE PATROL EXPENSES.

(1) When it is impracticable for members of a shore patrol to return to their regular station for meals or lodging, the commanding officer shall issue orders to the officer or man in charge of each patrol which shall state the number of men forming the patrol, the time of leaving ship or station and the time of returning. Orders shall also direct the disbursing officer to advance the officer or man in charge of the patrol a specific amount for the necessary lodging and subsistence at the rates prescribed therein. A copy of the orders, certified a true copy by an officer, shall be furnished the disbursing officer who

shall obtain thereon the receipt of the person to whom the advance is made. Meals may be obtained for enlisted men of the patrol when absent from ship during any regular meal hour at the rate of \$0.70 per meal. Where quarters are not obtainable without charge for enlisted men of the patrol lodging may be obtained by the person in charge at a cost not to exceed \$1 per person. Officers and midshipmen on shore patrol are allowed actual expenses not to exceed \$7 in any 1 day for necessary subsistence and lodging. The expense item for subsistence in any 1 day must not exceed \$5.25, or the average of \$1.75 per meal. The item for lodging any 1 day must not exceed \$3. The two items combined, however, must not exceed the \$7 per day allowance. Expenses may not be paid to an officer on shore patrol from a shore station. If the allowance for meals or lodging is exceeded, the excess cost must be borne by the individual concerned. Officers and midshipmen shall always obtain receipts for lodging, but where meals are furnished along with lodging at a flat rate per diem it is not necessary in such cases that the receipt therefor itemize the meals separately from the lodging. Receipts need not be obtained for meals taken singly and paid for at the time taken. In case of enlisted men, except as indicated below, receipts need not be obtained from restaurants, hotels, etc., for subsistence. In lieu thereof the officer or man in charge of the patrol will obtain a cash receipt from each man for the amount furnished for subsistence. However, where meals for the entire patrol are contracted for at a restaurant, the public bill must be accompanied by a statement of the patrol officer that the total number of meals, as indicated by the dealer's bill have been actually served to members of the patrol whose orders are attached thereto. In the case of enlisted men receipts should be obtained for lodging, and for other expenses when practicable, except for carfare and official telephone calls. Immediately after returning from patrol duty, the person who received the advance shall prepare a sundry expense account (S. & A. Form 326) showing thereon the amounts spent for the patrol for lodging, meals, and miscellaneous expenditures separately and present the account to the disbursing officer with any unexpended cash and all receipts obtained. The disbursing officer will audit the expenditures claimed and forward the sundry expense account to the commanding officer for approval. If, in the opinion of the disbursing officer, adequate receipts have not been furnished or expenditures made that are not deemed allowable he shall submit his opinion in writing to the commanding officer with the expense account. The commanding officer will review the disputed items and either require the person who received the advance to make refund of the amount involved, or direct the disbursing officer in writing to allow them in accordance with the provisions of Article 1748, Navy Regulations.

(2) Where several ships maintain a joint patrol party on shore under one officer, the senior officer present afloat may designate one officer of the Supply Corps performing disbursing duty to make all advances and reimbursements incident to such patrol to the officer in charge of the joint patrol. When this is done, the procedure laid down in the foregoing paragraph will otherwise govern.

(3) Automobile hire (including taxi fares) shall not be considered a usual item of patrol expense except at transient ports or places where in the opinion of the senior officer present afloat such hire is necessary to the efficient conduct of shore patrol activities because the area to be patrolled is large and places frequented by liberty parties are widely separated. In addition to the hire of automobiles upon authorization of the senior officer present afloat as provided for above, automobiles may be hired in cases of emergency, and in each such case the person hiring shall submit full report of the circumstances to

his commanding officer or to the senior officer present afloat, depending upon whether the patrol is financed under paragraph (1) or (2) above, who shall, if satisfied as to the necessity, direct that the expenditure be allowed. Receipts for automobile hire shall be obtained by the person incurring it and delivered to the disbursing officers making advances and reimbursement.

D-10113. DEATH CLAIMS, SUBSTANTIATING PAPERS FOR. (See art. A-2008).

D-10114. CLAIMS FOR ARREARS OF PAY, SUBSISTENCE, ETC.

(1) All claims from enlisted men for arrears of pay, subsistence, etc., should be settled, so far as may be practicable, by the disbursing officers carrying their pay accounts, provided payment is considered due and payable and can be made under the requirements of article 1869 (1), Navy Regulations, 1920.

(2) In any case where the requirements of the article quoted cannot be satisfied, or where the disbursing officer has insufficient information at hand to determine whether these requirements are satisfied, and in any case where the disbursing officer considers the claim as not properly payable, the claim in question shall be forwarded through official channels to the Bureau of Supplies and Accounts, with a brief statement as to the reason for not making settlement on current rolls.

(3) All claims that cannot be satisfactorily adjusted by the Bureau of Supplies and Accounts with the disbursing officer carrying the accounts will be forwarded to the General Accounting Office for final settlement, accompanied by such information relating to the claim as may be available in the Navy Department, including pertinent extracts from the man's record on file in the Bureau of Naval Personnel.

D-10115. GOVERNMENT INSURANCE.—(See arts. E-7701 to E-7708.)

D-10116. ALLOTMENTS.

(1) Commanding officers are requested to bring to the attention of all men under their command the advisability of making such allotments from their pay as is necessary for the support of their families. Men about to sail for distance service should make all arrangements in this regard in ample time before sailing.

(2) Allotments must be signed, registered, and mailed in time to reach the Bureau of Supplies and Accounts by the 10th of the month of first payment.

(3) Personnel detailed to duty involving flying and receiving flight pay therefor should be advised that this extra pay is a compensation for the additional risk of flying; and if they have not provided for their dependents in the event of accident, all or part of it, as necessary, should be applied to insurance for this purpose.

D-10117. REIMBURSEMENT FOR PERSONAL PROPERTY LOST IN MARINE DISASTER, ETC.

(1) Men suffering loss, destruction, or damage of personal property due to operations of war, to shipwreck, or other marine disaster, or to attention given to the saving of lives of others or property belonging to the United States, under similar circumstances, will immediately, upon their arrival at a ship or station where clothing may be obtained, file claims for reimbursement on form S. and A. 378.

(2) A copy of this claim, certified to be a true copy by the witnessing officer, will be furnished the supply officer of the ship or station, who will issue, without charge to the accounts of the man concerned, such articles appearing therein as are regularly carried as clothing and small stores, but not in excess of the number for which the claim is submitted or the number required for a regulation bag.

(3) If for any cause, such as for example, lack of necessary forms, there may be delay in the making out and witnessing of the necessary claims, the immediate issue of a reasonable outfit of clothing shall be made to include only articles required for a regulation bag and not to exceed 75 percent of the articles for which reimbursement will be claimed.

(4) In all cases of clothing and small stores issued in accordance with this article, individual receipts will be taken, but the value of such issues will not be charged on the pay roll until receipt of the claim as approved by the Bureau of Naval Personnel.

(5) If a man is discharged after receipt of the approved claim, but for any reason he has not been reimbursed in accordance therewith, the supply officer closing his accounts will forward to the Bureau of Naval Personnel a list of the articles for which reimbursement has not been made and furnish a copy of this list to the man concerned.

(6) If the approved claim is not received until after the discharge of a man, it will be forwarded to the Bureau of Supplies and Accounts with advice as to the return to which it pertains.

(7) Additional instructions with regard to pay-roll procedure in case of pending claims and their final accounting will be found in the Supply Corps Manual, articles 1935 to 1958, inclusive.

(8) Claims for clothing destroyed to prevent the spread of disease are handled in accordance with article 1915, Navy Regulations, 1920.

(9) The reimbursement of enlisted personnel for personal property lost, destroyed, or damaged by operations of war or shipwreck, or other marine disaster, including airplane crash, is limited by law to such articles of personal property as the Chief of Naval Personnel shall decide to be reasonable, useful and proper, and required by the U. S. Navy Regulations in force at the time of the loss, destruction, or damage. Reimbursement shall be made in kind for such articles as are customarily issued to the service and shall be made in cash for other articles at the valuation thereof at the time of their loss, destruction, or damage. The articles for which reimbursement may legally be made are as follows:

(a) *Reimbursement in kind.*—Uniform clothing prescribed by Uniform Regulations.

(b) *Reimbursement in cash.*—Chief petty officers', officers' cooks and stewards' clothing not issued under clothing and small stores; cuff links (C. P. O., officers' cooks, and stewards); collar buttons; toilet articles; watches, when used for professional use.

Damaged property will be repaired, if possible, and claim may be submitted for reimbursement for the cost of repairs. Vouchers for repairs will accompany claims and where a claim is submitted for reimbursement for the loss of a watch which is beyond repair, a statement from a reliable source to that effect must accompany the claim. No reimbursement is permitted for the loss of money or civilian clothes, except where civilian clothes are specifically required or authorized to be worn on particular types of duty.

Reimbursement shall be on the percentage which the remaining years of life of the article bears to the estimated average life of the article.

Section 2. MISCELLANEOUS

D-10201. NATURALIZATION.—(1) Commanding officers of vessels to which Filipinos are attached should instruct such men to appear before the immigration officials of the port at which they first enter the United States or any Territory thereof. This is necessary in order that a record and certificate of arrival may be obtained for use later should naturalization be desired.

(2) Any person not a citizen regardless of age, who has served or hereafter serves honorably in the military or naval forces of the United States during the war which began December 7, 1941, and who, having been lawfully admitted to the United States, including its Territories and possessions, shall have been at the time of his enlistment or induction a resident thereof, may be naturalized upon compliance with all the requirements of the naturalization laws except that—

- (a) No declaration of intention and no period of residence within the United States or any State shall be required;
- (b) The petition for naturalization may be filed in any court having naturalization jurisdiction regardless of the residence of the petitioner;
- (c) The petitioner shall not be required to speak the English language, sign his petition in his own handwriting, or meet any educational test; and
- (d) No fee shall be charged or collected for making, filing, or docketing the petition for naturalization, or for final hearing thereon, or for the certification of naturalization if issued: *Provided, however, That—*

- (1) There shall be included in the petition the affidavits of at least two credible witnesses, citizens of the United States, stating that each such witness knows the petitioner to be a person of good moral character, attached to the principles of the Constitution of the United States, and well disposed to the good order and happiness of the United States;
- (2) The service of the petitioner in the military or naval forces of the United States shall be proved by affidavits, forming part of the petition, of at least two citizens of the United States, members or former members during the war which began December 7, 1941, of the military or naval forces of the noncommissioned or warrant officer grade or higher (who may be the witnesses described in clause 1 of this proviso), or by a duly authenticated copy of the record of the executive department having custody of the record of petitioner's service, showing that the petitioner is or was during the war which began December 7, 1941, a member serving honorably in such armed forces; and
- (3) The petition shall be filed not later than one year after the termination of the effective period of those titles of the Second War Powers Act, 1942, for which the effective period is specified in the last title thereof. (December 31, 1944, or earlier as Congress or the President may designate.) The petitioner may be naturalized immediately if prior to the filing of the petition the petitioner and the witnesses required by the foregoing proviso shall have appeared before and been examined by a representative of the Immigration and Naturalization Service. (Second War Powers Act, 1942, Public Law 507, Seventy-seventh Congress, approved March 27, 1942.)

(3) Necessary forms for filing applications for naturalization may be obtained from the Commissioner of Immigration and Naturalization Service, Philadelphia, Pa., or from the nearest district director.

D-10202. UNIFORMS, ENLISTED MEN.

(1) Honorably discharged enlisted men are permitted by law to wear their uniforms from the place of discharge to their homes within 3 months after the date of such discharge. (See art. D-9115 (4) regarding men discharged under other than honorable conditions.)

(2) The principal duty of ship's tailors is to fit properly, at no expense to the individual, such uniforms as are issued to enlisted men by officers of the Supply Corps.

(3) Particular care should be taken that shoes issued to enlisted men are properly selected as to size and fit.

(4) An important function of a receiving ship is to require that all men on general detail are properly outfitted before being transferred. The retention of men on general detail for this purpose, however, is not authorized.

(5) All recruits and other men transferred from naval training stations shall be properly outfitted before transfer. The retention of men after the completion of the course of training or detention period for this purpose is not authorized.

(6) Men are forbidden to wear any other than the regulation uniform, insignia, or device of their respective ratings. Clothes made by the men themselves, made by ship's tailors for them, or received by them from other than official sources shall comply strictly in pattern, material, and appearance to those issued by the Government.

D-10203. EMPLOYMENT IN FEDERAL CIVIL SERVICE.—Any man who desires information concerning opportunities for employment in the Federal civil service may obtain it from the secretary of the local board of civil-service examiners at the customhouse or post office in any one of 3,000 cities of the United States, or by communicating with the United States Civil Service Commission, Washington, D. C. In any request for information made by mail the inquirer should state in general terms his qualifications and desires in order that his inquiry may be answered intelligently.

D-10204. ENLISTED MEN, EMPLOYMENT IN CIVIL PURSUITS.—(1) No enlisted man in the active service of the United States, either in the Navy or Marine Corps, whether a noncommissioned officer, musician, or other rating, shall be detailed, ordered, or permitted to leave his post to engage in any pursuit, business, or performance in civil life for emolument, hire, or otherwise when the same shall interfere with the customary employment and regular engagement of local civilians in the respective arts, trades, or professions.

(2) Commanding officers are authorized to detail bands or orchestras to play at functions, other than for official purposes, under the following conditions only:

- (a) The occasion be solely for the benefit of Naval personnel, or that it be for a patriotic or charitable purpose.
- (b) No admission to be charged except for charity.
- (c) Transportation to be furnished by the requesting organization.
- (d) Meals to be provided by the requesting organization when missed from regular activity to which attached.
- (e) If the use of band or orchestra, other than at official functions, interferes with the customary employment and regular engagement of local musicians, as outlined in paragraph (1) above, the band or orchestra shall not be detailed or permitted to play.

D-10205. DUTY ON GIFTS SENT HOME FROM ABROAD.—There is no law authorizing the free entry of gifts sent by personnel of the Navy abroad to persons in the United States without the payment of duty, except that article 317 of the Customs Regulations of 1915 permits entry without payment of duty

on articles sent as gifts valued at not more than \$1. It is not intended that articles purchased abroad and sent as gifts to others may be passed under the \$100 exemption allowed to residents of the United States returning from abroad. In order to take advantage of the provisions of this regulation, evidence of the return of the resident must be furnished so far as it relates to the \$100 exemption.

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E-1001. General.

(1) The Bureau of Naval Personnel is charged with the supervision over the training of naval personnel. In order to coordinate training activities and to provide for their proper administration, such activities are centered in the training division. This division was established in March, 1923, and superseded the former sixth division or morale division, which was merged into the new training division and constitutes one of its present sections. The various activities of the training division are set forth in the following pages under Part E.

(2) Obviously such training is for the most part confined to education along special lines and to the preliminary training of recruits. The logical place to train a seaman is at sea. The service must realize that such training as can be accomplished on shore is but a brief preliminary to that which must follow at sea, and which must continue, in one form or another, for long periods of time. Experience must be combined with careful instruction, and sea experience is the kind which gives the best results.

(3) The bureau therefore enjoins all officers and men to keep constantly in mind the necessity for careful, painstaking effort to the end that the Navy may be manned by well-trained personnel fully capable of maintaining a high standard of efficiency.

(4) The major part of all training must be conducted at sea under the instruction of the commanders of fleets and squadrons and the commanding officers of ships. On shore, recruits will receive elementary instruction at training stations for twelve weeks and will then be sent to sea to complete their training in cruising ships. Certain service schools will be maintained on shore to provide for education and training along special lines where sea experience is not an essential requisite and for which adequate facilities are not found on board ship. Other schools simply parallel training activities at sea in the effort to produce an adequate number of men to qualify for certain petty-officers ratings.

(5) All petty officers, particularly in grades below that of chief petty officer, shall be under constant supervision and training. No man has done his full duty to the Navy who obtains a petty-officer's rating and then fails to prepare himself for further advancement. Every commanding officer must realize that petty officers, to be of real value to the service, must not mark time, but must advance through the various grades. To do this they must acquire knowledge and experience. They must be trained. Service schools on shore provide only the initial steps. The obligation for continuing and completing the training of petty officers rests on commanding officers afloat.

(6) The training of officers must be conducted both on shore and at sea, and should continue throughout the entire career of the individual. The duties which a naval officer of the present day is called upon to perform cover so wide a range that unceasing study and broad experience are essential to maximum efficiency.

(7) The training of line officers for future command should, as far as possible include the following courses:

- (a) Five to seven years after graduation—General Line course.
- (b) While a lieutenant commander—Junior War College course.
- (c) While a commander or captain—Senior War College course.

CHAPTER 1

TRAINING OF OFFICERS

Section 1. POSTGRADUATE SCHOOL

E-1101. OBJECT.—The Postgraduate School, with headquarters at the Naval Academy, Annapolis, Md., is established by the Navy Department for maintaining courses of instruction for the advanced education and training of commissioned officers in such general or technical subjects as the Secretary of the Navy may prescribe.

E-1102. SELECTION OF OFFICERS FOR INSTRUCTION.

(1) Selection of officers for postgraduate instruction at the Postgraduate School, Naval Academy, Annapolis, Md., is made by boards appointed by the Bureau of Naval Personnel. The number of officers to be selected for each class, the conditions of eligibility, and other data, as prescribed by the Bureau of Naval Personnel, are published annually in September in the form of a circular letter.

E-1103. POSTGRADUATE OFFICERS NOT OBLIGATED TO ENGINEERING DUTY ONLY.—Officers finishing postgraduate courses in engineering are not obligated to "engineering duty only." In order to justify the time and funds expended in postgraduate training it is the intention of the department to assign postgraduate officers to such duty as will benefit the service in view of their special knowledge and experience. The department considers that engineering is an essential part of the duties of the line officer.

E-1104. DESIGNATION IN NAVY REGISTER.—Officers of the line who have satisfactorily completed a course of postgraduate instruction are suitably designated in the annual Navy Register.

E-1105. SCOPE OF POSTGRADUATE SCHOOL.

Instruction at the Postgraduate School, Annapolis, Md., is technical. It includes theoretical study and practical work.

E-1106. ADMINISTRATION.

(1) The Postgraduate School shall be administered as a department of the Naval Academy. It is separate, however, from the undergraduate departments and independent of the academic board. All postgraduate work, both at Annapolis and elsewhere, is administered by the head of the Postgraduate School.

(2) The normal complement of officers will consist of a head of Postgraduate School and such officer assistants as are necessary. Officer instructors are detailed by the Bureau of Naval Personnel.

(3) The Postgraduate Council shall formulate its own rules of procedure subject to the approval of the Bureau of Naval Personnel. It shall pass upon administrative questions, methods of instruction, grading, progress, diligence of student officers, and shall have advisory functions in the matter of curricula. It shall submit to the Bureau of Naval Personnel from time to time recommendations concerning the effectiveness of the postgraduate courses.

(4) The curriculum for each postgraduate course will be established by the head of the Postgraduate School in consultation with the bureau or office concerned. The bureau or office most directly interested in the courses given to student officers may make suggestions relative thereto to the head of the Post-

graduate School direct, but no changes shall be made in the curricula of theoretical or practical instruction except when authorized by the Bureau of Naval Personnel.

E-1107. POSTGRADUATE SCHOOL, INSTRUCTION AT.—The instruction given at the Postgraduate School is conducted by officer assistants and a corps of civilian instructors under the direct supervision of the head of the Postgraduate School. The work is so conducted as to accomplish the development of all-around capacity and ability in any future line of work, as well as in technical work. Emphasis is given to laboratory exercises.

E-1108. COURSES OFFERED.—The courses administered at, or under the supervision of the Postgraduate School are technical subjects as hereinafter described.

E-1109. NON-TECHNICAL COURSES.—The non-technical subjects covered are:

(1) *Law.*—The object of this course is to maintain in the officer personnel of the Navy a number of officers who have had thorough training in military law, common law, and admiralty law, and who will later be available for duty where officers specially trained along legal lines are a necessity. Officer applicants for this training are selected by a board of officers in the Navy Department. The period of instruction is three years at a civilian institution, leading to the degree of bachelor of laws. Practical instruction as time permits is given in the office of the Judge Advocate General.

(2) *International law and foreign relations.*—The object of this course is to intermittently educate a limited number of officers in the principles of international law and foreign relations. Applicants are selected from graduates of the War College when specially recommended and considered specially qualified. The length of course varies from two to three years, depending upon the availability of the individual for shore duty. The course is administered at a civilian university during the academic years and at the War College during intervening summers.

(3) *Business Administration (for Supply Corps officers).*—The object of this course is to give a few officers of the Supply Corps a course in general business administration, including accounting. This two-year course commences in September and is administered at a civilian university.

E-1110. GENERAL LINE COURSE.—(1) This one-year course conducted at the Postgraduate School is available to the officers of the Naval Academy class due for their first tour of shore duty. The courses in the basic naval sciences offered are: Naval intelligence, command, operations, engineering, and ordnance and gunnery.

(2) Students on entering this course are grouped in accordance with their records, individual requests, and the needs of the service, with a view toward specializing in one of the following subjects: Navigation, marine engineering, communication engineering, ordnance engineering, and aeronautical engineering (restricted to naval aviators). During the first year, usually at the end of the second term, the above groups, with the exception of the aeronautical engineering group, are further subdivided into groups specializing in design and operation.

E-1111. TECHNICAL COURSES.¹—(1) *Operating specialists.*—With the idea of developing operating specialists, a limited number of those officers who complete the one-year general line course and who have demonstrated special fitness and aptitude for further instruction are selected for second year postgraduate instruction at the Postgraduate School in the following specialties: Marine engineering, communication engineering, ordnance engineering, petroleum engineering, and aerology.

¹ Subject to modification as the exigencies of the service require.

(2) *Design and production specialists.*—In order to develop a small number of design and production specialists in each branch, a limited number of those officers who complete the one year general line course and who have demonstrated special fitness and aptitude for further instruction are selected to have a second year of instruction at the Postgraduate School, followed by a third year of instruction at a civil university in the following specialties: Marine engineering, radio engineering, aeronautical engineering, aerology, ordnance engineering (explosives and metallurgy).

(3) *Naval architecture and civil engineering.*—Courses in naval architecture and civil engineering are available for a few selected officers and are conducted entirely at civilian institutions. The length of these courses is three years.

E-1112. CALENDAR.—The Postgraduate School year consists of four terms, of 12 weeks each, designated as follows: First, or summer term; second, or fall term; third, or winter term; fourth, or spring term. The class designated for the year will assemble about July 1.

E-1113. PRACTICAL WORK.—In addition to the academic courses of instruction, either at civil institutions or at the Postgraduate School, Annapolis, Md., practical instruction periods are included. For certain courses, this period of practical instruction includes the entire third year. These schedules include conference with the Bureaus concerned.

E-1114. TUITION AT PRIVATE INSTITUTIONS.—Tuition of postgraduate student officers at private institutions is paid by the Bureau of Supplies and Accounts upon orders or contracts made under requisitions prepared by the head of the Postgraduate School. Orders involving travel and transfer of officers incident to duly authorized courses of study and training are issued by the Bureau of Naval Personnel.

E-1115. TEXT AND REFERENCE BOOKS.—Text and reference books are purchased by the head of the Postgraduate School from an authorized allotment of funds. A library is maintained at the Postgraduate School, from which the books are issued to student officers. Student officers will be required to supply their own stationery, special report forms, etc., at their own expense while at civil universities. A limited supply of official stationery will be supplied the senior officer in each group to meet the needs of official correspondence.

E-1116. FITNESS REPORTS.

(1) The superintendent, United States Naval Academy, shall report on the fitness of the head of Postgraduate School. The head of Postgraduate School shall report on the fitness of all officer assistants; student officers at the Postgraduate School and elsewhere undergoing instruction under the supervision of the Postgraduate School. For student postgraduate officers at places other than Annapolis, Md., the senior naval officer in the locality shall report on them in accordance with article 11 (E), paragraph 137, U. S. Naval Regulations.

(2) The head of the Postgraduate School shall pass on the respective merits of student officers and shall make recommendations to the Bureau of Naval Personnel via the superintendent, United States Naval Academy, in the cases of student officers whose progress or diligence is unsatisfactory.

E-1117. ADDRESS OF STUDENTS.—Students will keep the head of the Postgraduate School and the local senior officer informed of their correct address.

E-1118. CONDUCT OF STUDENT OFFICERS.—Student officers at private institutions are not only students but representatives of the Navy. It is expected that they will conduct themselves in accordance with naval traditions and in conformity with rules and customs of the institution so as to avoid criticism and to uphold strictly the dignity of an officer and gentleman, thus reflecting credit to themselves and to the service. Conduct of a similar character applies equally

while undergoing practical work at private and governmental plants. Conformance with this idea of conduct requires that the courtesies in social and official intercourse be punctiliously observed.

Section 2. AVIATION TRAINING

E-1201. DEFINITIONS.

(1) *Naval aviator*.—Any commissioned officer or warrant line officer in the Navy or Marine Corps who has successfully completed the course prescribed by competent authority for naval aviator, and who has been designated a naval aviator by competent authority, who has flown alone in heavier-than-air craft not less than 75 hours, and who has flown in heavier-than-air craft a total of not less than 200 hours, or who has been in the air under training in rigid airships not less than 150 hours and successfully completed the course prescribed by competent authority.

(2) *Aviation pilot*.—Any enlisted man in the Navy or Marine Corps who has successfully completed the course prescribed for aviation pilots, and who has been designated, or appointed, an aviation pilot by competent authority, and who has flown alone in heavier-than-air craft not less than 75 hours, and who has flown in heavier-than-air craft a total of not less than 200 hours.

(3) *Naval pilot*.—Any naval aviator or aviation pilot.

(4) *Naval aviation observer*.—Any commissioned or warrant officer in the Navy or Marine Corps who has successfully completed the course prescribed by competent authority, and who has been in the air not less than 100 hours and who has been designated a naval aviation observer by competent authority.

E-1202. COURSES AVAILABLE.

Two courses of aviation training are available for officers, namely, heavier-than-air and lighter-than-air.

E-1203. HEAVIER-THAN-AIR INSTRUCTION.

(1) This instruction is conducted at designated Aviation Flight Training Stations, for the purpose of training naval aviators and aviation pilots.

(2) Officers with not less than two years' commissioned service who are under 31 years of age and who have been found physically qualified are eligible to take this training. The Bureau orders such officers to temporary duty under instruction in heavier-than-air craft, and after four to six months, if recommended by the Commandant, Naval Air Station, they are issued orders giving them a permanent duty status.

E-1204. LIGHTER-THAN-AIR INSTRUCTION.

(1) A course in lighter-than-air instruction is administered at the Naval Air Station, Lakehurst, N. J., for officers. Selection of students is made from officers who have completed two years' service subsequent to graduation from the Naval Academy and who are physically qualified.

(2) Officers are ordered by the Bureau to attend the classes under the same conditions, as regards temporary and permanent duty status, as obtains in the case of heavier-than-air flight training instruction.

(3) The scope of the course includes instruction in the operation of lighter-than-air craft and subjects intimately connected therewith, the tactics and technique of operation, and the basic duties common to naval aviators (lighter-than-air).

E-1205. SELECTION AND QUOTAS FOR TRAINING.

(1) Selection of officers for flight training will be made by the Bureau from among those officers who are applicants for this training and are both physically qualified and qualified as officer of the deck under way. The physical examination must be held within six months of the convening of a class.

(2) Selection of officers for the course in lighter-than-air flight training is made by the Bureau from among the candidates who submit applications for such training. No definite age limit is prescribed for applicants. Classes are made up of officers of different grades in order to suit the immediate requirements.

(3) The number of students in classes, both heavier-than-air and lighter-than-air, vary to suit existing conditions. The time of convening classes, together with other detailed information, is published from time to time in Bureau of Naval Personnel circular letters.

E-1206. DESIGNATION OF OFFICERS DETAILED TO AVIATION DUTY.—While undergoing aviation training, officers are designated student naval aviators or student naval aviation observers. After completing the prescribed course and when reported as fully qualified, they are designated naval aviators or naval aviation observers, depending upon the course attended.

E-1207. EXTRA COMPENSATION FOR AVIATION DUTY.

(1) Student naval aviators and student naval aviation observers detailed to duty involving actual flying in aircraft receive extra compensation amounting to 50 per cent of their base pay.

(2) Naval aviators and naval aviation observers detailed to duty involving actual flying in aircraft receive extra compensation amounting to 50 per cent of their base pay.

Section 3. SUBMARINE TRAINING¹

E-1301. ASSEMBLY OF CLASSES FOR SUBMARINE TRAINING.—Classes for instruction of officers for submarine duty are assembled at the submarine base at New London, Conn., in the first weeks of January and July. Length of course, five and one-half months.

E-1302. LENGTH OF SERVICE REQUIREMENT FOR SUBMARINE TRAINING.—Officers who have completed two years' sea duty subsequent to graduation from the Naval Academy, and other officers of the regular Navy who have completed two years' commissioned service are eligible for submarine training.

E-1303. SELECTION OF OFFICERS FOR SUBMARINE TRAINING.—Officers for submarine training are selected by the Bureau of Naval Personnel and given permanent duty orders. Circular letters calling for applications for this training will be issued by the Bureau of Naval Personnel about five months in advance of the date of the convening of each class. Requests for this training, with the commanding officer's recommendation, shall be submitted to the Bureau of Naval Personnel accompanied by a statement from a medical officer that the officer concerned is physically qualified in accordance with the existing instructions of the Bureau of Medicine and Surgery.

E-1304. ASSIGNMENT TO SUBMARINE DUTY.—Upon successful completion of course at the submarine school, New London, Conn., the officers will be ordered to duty in submarines.

E-1305. QUALIFICATION IN SUBMARINES.—After one year's service in an operating submarine, exclusive of time spent at a navy yard, an officer, if so recommended by his commanding officer, shall be examined for qualification in submarines. This examination will be conducted in accordance with the instructions following. If the officer successfully passes the examination, he will be considered as qualified in submarines. If found not qualified, the board will state whether further retention in submarine duty, with a subsequent re-examination, is recommended.

¹ Subject to modification as the exigencies of the service require. See Bu. Nav. Circ. Letters 6-41 and 42-42.

E-1306. ELIGIBILITY FOR EXAMINATION.—Before recommendation for examination the candidate must have shown marked ability and attention to duty. His commanding officer must have satisfied himself that the candidate has completed the required notebook work; that he has a good knowledge of the entire construction and machinery installation of the submarine in which he is serving, including the operation thereof; that his preparation for the required examination is evident; and that he is temperamentally qualified for submarine duty. Also that the candidate has demonstrated by his submarine service to date his qualifications in so far as leadership and general efficiency are concerned. The above will be set forth in the commanding officer's recommendation in the candidate's behalf, and he must also be certified by a medical officer as to his physical qualifications at date. If, after the required length of service, the commanding officer is unable to recommend an officer for examination for qualification, a report to that effect will be forwarded to the Bureau of Naval Personnel.

E-1307. QUALIFICATION EXAMINATION.—The examining board will be appointed by the division commander and will consist of one division commander and two submarine commanding officers. The examination will include the following:

(a) Oral or written—

- (1) Knowledge of submarine instructions, tactics, and doctrines.
- (2) Safety precautions, surface and submerged, and action in emergencies.
- (3) Questions on strictly submarine subjects pertaining to operation and upkeep.
- (4) General knowledge of all machinery and equipment of own submarine and special, detailed knowledge of the submarine's departments to which candidate has been detailed.
- (5) Examination of the officer's notebooks pertaining to the construction and machinery installation of the submarine in which he has been serving.

(b) Practical—

- (1) Ability to properly handle a submarine on the surface under conditions that may demonstrate such proficiency in ship handling as may be expected from a junior officer.
- (2) A full knowledge of compensation principles and methods as demonstrated by ability to obtain trim and to make a stationary dive.
- (3) Ability to make running dives.
- (4) Ability to control vessel while attack is being made by another officer during turns, while firing torpedoes, etc.
- (5) Approach and attack: The candidate is to be assigned a mark for seven unaided dives with approach and attack following. Six of these may be based on results obtained from data and attested by commanding officer. One shall be witnessed by the examining board itself. Five of the approaches and attacks may be made on the "attack teacher." A score of 70 percent for the total of seven attempts is required for qualification.
- (6) Ability in navigation and piloting.

E-1308. EXAMINING BOARD'S REPORT.—In every case, and whether the candidate is successful or not, the report of the examination shall be forwarded to the Bureau of Naval Personnel via official channels.

E-1309. When an officer has achieved qualification in submarines, an entry to that effect will be made by the Bureau on his next report of fitness, giving date of qualification. (See uniform regulations regarding wearing of submarine insignia by officers who are qualified in submarines.)

E-1310. QUALIFICATION FOR COMMAND OF SUBMARINES.—An officer who has previously “qualified in submarines” may be recommended by his commanding officer as “qualified for command of submarines.” Division and squadron commanders should forward these recommendations approved, only, if they are willing to receive the applicant for the command of a submarine in their own organization as soon as he attains the necessary seniority or rank. The Bureau of Naval Personnel, if finally approving, will record these recommendations and make necessary additions to the list of officers qualified for command of submarines.

E-1311. QUALIFICATION DURATION.—An officer once having qualified in submarines or for command of submarines will be considered to retain such qualification indefinitely unless his performance of submarine duty is such as to demonstrate his unfitness, in which case the immediate superior concerned will report the circumstances to the Bureau of Naval Personnel and recommend that his submarine qualification be revoked. Officers previously qualified, who have been away from submarine duty for some time, may be permitted a brief period of instruction upon being reassigned to submarine duty prior to assuming submarine command.

E-1312. Where the exigencies of the service do not prevent, officers assigned to command submarine divisions will be qualified for submarine command and will have had duty in command of a submarine.

E-1313. If at any time doubt arises as to the physical condition of any officer serving in submarines or about to begin such service, the officer shall immediately be ordered for examination as to physical qualifications specified by Bureau of Medicine and Surgery. If found not qualified, the report of the examination will be forwarded to the Bureau of Naval Personnel.

Section 4. LANGUAGE INSTRUCTION

E-1401. JAPANESE LANGUAGE.—The object of the course is to give student officers a good foundation in the written and spoken Japanese language. The course is conducted at the University of Colorado, Boulder, Colorado.

E-1402. SPANISH.

(1) Instruction in conversational Spanish for officers and men, as recommended by the Office of Naval Operations, is being conducted under the auspices of the Bureau of Naval Personnel. The conversational approach to this subject dominates. The length of the course is dependent upon time made available to the officers and men.

(2) Certain limited facilities have been made available at some stations within the continental limits of the United States for voluntary instruction in conversational Spanish. These courses are administered locally.

Section 5. SPECIAL COURSES

E-1501. TORPEDO SCHOOL, NEWPORT, R. I.—OBJECT OF COURSE.¹—The object of the course is to train junior line officers in the details of torpedo construction, operation, overhaul, and maintenance and control.

E-1502. SELECTION OF OFFICERS.¹

(1) Officers are assigned from vessels on the east coast of the United States who have completed at least two years' duty subsequent to graduation from

¹ Subject to modification as the exigencies of the service require.

the Naval Academy. When assigned from ships which carry torpedoes, they should have sufficient time remaining on the ship, from which sent, in order that they may perform practical torpedo duties at sea following completion of the course. There are two classes per year, convening about July 1 and January 1. The July class is made up from destroyers in the Scouting Force, upon nominations furnished by the commander destroyer squadrons, Scouting Force. The class convening in January is made up from nominations from other vessels in the Scouting Force, principally cruisers and battleships.

(2) Officers ordered from ships which carry torpedoes are, as far as practicable, returned to the ships from whence they came. Thus, commanding officers should nominate officers who can later be used as torpedo officers. Battleships should normally nominate officers who have completed three or more years' duty on board and therefore are eligible for assignment elsewhere. Orders to officers attending the course are issued by the Bureau of Naval Personnel.

E-1503. LENGTH OF COURSE.¹—The course is for a period of six months and is divided into four terms.

E-1504. CHEMICAL WARFARE SCHOOL, EDGEWOOD ARSENAL, EDGEWOOD, MD.—OBJECT OF COURSE.—The object of the course is to give officers an opportunity to study chemical warfare agents, weapons, tactics of, and protection against chemicals. Various allied subjects are also offered by this school.

E-1505. SELECTION OF OFFICERS.—Selection of officers for this course is made by the Bureau of Naval Personnel from a list of applicants. The assembly of a class depends upon the schedule at the school and availability of the applicant for this duty.

E-1506. LENGTH OF COURSE.—The period of instruction is approximately six weeks.

E-1507. OPTICAL SCHOOLS—LOCATION.—Optical schools are located at the navy yard, Washington, D. C., at the navy yard, Mare Island, Calif., and at the navy yard, New York, N. Y.

E-1508. SELECTION OF OFFICERS.—Commanding officers of vessels on the east coast will submit the names of the officers recommended for the optical schools well in advance of availability in order that the Bureau of Naval Personnel may designate the class they are to attend. Selections of officers for the short course at the navy yard, Mare Island, Calif., will be made by the commander, Battle Force, who will communicate the names of the officers selected to the Bureau of Naval Personnel for the issuance of necessary orders if travel is required. If travel is not required, the commander, Battle Force, will issue the necessary orders. Officers recommended for the long course will be ordered by the Bureau of Naval Personnel. No fixed numbers are assigned to attend the courses. No officer should be recommended for an optical course if his visual acuity is less than 20/20 in both eyes. Astigmatism and marked inequality of vision will disqualify an applicant. Instruction will be progressive and systematic, and all candidates will enter at the beginning of the course.

E-1509. SHORT COURSE.—The length of the course is about four weeks and is primarily a range-finder course. A new class will be started on the first day of each month. This course is intended to fit ensigns and lieutenants (junior grade) of the line to perform the duties of range-finder officers; to select, instruct, train, and direct range-finder and optical personnel of vessels; to give lectures to battery officers with the object of furthering general knowledge of optical and fire-control instruments.

¹ Subject to modification as the exigencies of the service require.

E-1510. LONG COURSE.—The length of the course is about six months and is primarily an optical repair course. The course is for commissioned officers, chief machinists, or machinists to fit them to take charge of optical shops at navy yards, optical repair shops on repair ships or tenders, and to act as assistant naval inspectors of ordnance and optical material. Applicants should be familiar with optical equipment carried on naval vessels and should make a thorough study of elementary optics and Ordnance pamphlets on range finders. Commanding officers recommending applicants for this course should select officers who possess executive ability and are capable of taking over independent duties, and in the case of chief machinists or machinists they should be expert lathe operators. The time of assembly of the classes will normally be January 1 and July 1.

E-1511. GYRO COMPASS SCHOOL.

(1) Applicants from line officers, chief electricians, and electricians are selected by the Bureau.

(2) The duration of the course is from five to six months. It is administered by the naval inspector of navigational material, navy yard, New York, N. Y., at the works of the Sperry Gyroscope Co., Brooklyn.

E-1512. RADIO MATERIAL SCHOOL.

(1) The object of the course is to give chief radio electricians and radio electricians the theory and fundamentals of radio and sound engineering.

(2) The duration of the course is about eleven months. The class usually begins about October 1.

(3) Applicants are selected by the Bureau of Naval Personnel. Applications should be forwarded to the Bureau well in advance of the starting date of each class. The number ordered to the course varies. Officers selected by the Bureau are given permanent orders.

(4) A course in Radar operation and maintenance is also available. Length of course is approximately two months. Officers are selected by the Bureau on basis of applications received.

E-1513. FIRE CONTROL INSTRUMENT INSTRUCTION.

(1) The object of the course is to impart to officers a practical knowledge of the manipulation, care, overhaul, and inspection of fire-control instruments installed on board ship. It is conducted by the inspector of ordnance material at the plant of the Ford Instrument Co., Long Island City, N. Y.

(2) Classes are convened in January and June. They are, in general, ordered to the school preparatory to assignment to a cruising vessel. Junior officers are also ordered to the school for short periods of instruction of one month or more upon the request of the commanding officer of the ship concerned. Instruction of junior officers is limited in general to the fire-control instruments usually found on board the vessels to which they are attached. Orders to all officers attending either of the courses above referred to are issued by the Bureau.

E-1514. COMMUNICATION SECURITY.

(1) A course in communication security is conducted in the Office of Naval Communications, Navy Department, Washington, D. C., for line officers. The duration of the course is about two years.

(2) No regular time is set for convening of classes. Selections are made from officers who are of the rank of lieutenant or lieutenant (junior grade) and on their first tour of shore duty. All officers are ordered by the Bureau.

E-1515. DIVING SCHOOL, NAVY YARD, WASHINGTON, D. C.—Classes are composed of commissioned and warrant officers, usually prospective commanding officers of rescue vessels. Classes convene on July 1 and January 1. The number composing each class is not fixed, but depends on the needs of the service. Orders to officers concerned are issued by the Bureau.

E-1516. MARINE CORPS SCHOOLS, QUANTICO, VA.—For officers of the Navy. There are two classes, the first-year class and the second-year class. The first-year class specializes in infantry weapons and the tactics and staff functions of Marine infantry units up to and including the brigade reenforced with appropriate detachments of artillery, aviation, and antiaircraft units. This class is convened about July 1 for a summer course in topography and Spanish, and regularly opens about September 1. It is preparatory to the work of the second-year class. The second-year class has as its main consideration the study of the tactics and staff functions of a Marine force of two or more brigades for landing operations and advanced base defense. This class begins about September 1. When selecting officers for these classes, preference will be given to graduates of the Junior War College course, and the General Line course. Officers ordered to the Marine Corps Schools will be directed to report to the commandant, Marine Corps Schools for assignment. Lieutenants (junior grade) will be assigned to the first-year class; lieutenants normally to the first-year class, and lieutenant-commanders or above, to the second year class.

E-1517. ARMY INDUSTRIAL COLLEGE, WASHINGTON, D. C.

(1) The object of the course is to train officers in preparation of plans for procurement in time of war or national emergency.

(2) Officers of the rank of lieutenant and above are selected by the Bureau of Naval Personnel from applications received, and are assigned on a permanent duty status.

Section 6. RHODES SCHOLARSHIPS

E-1601. RHODES SCHOLARSHIPS.—For the duration of the war, Rhodes Scholarships will not be offered to officers of the U. S. Navy.

Section 7. FLEET SCHOOLS¹

E-1701. FLEET GUNNERY SCHOOL.

(1) For line officers. For battleships, on board one of the battleships of the Pacific Fleet; for destroyers, on board one of the destroyers of the Pacific Fleet, and one of the destroyers of the Atlantic Fleet.

(2) Conducted under direction of the respective fleet commands for battleships, and for destroyers. Length of course, one to two months. Orders for attendance are issued by the officers under whose direction the schools are conducted. The Bureau of Naval Personnel issues travel orders when especially requested and needed.

E-1702. TORPEDO SCHOOL, PACIFIC FLEET.—For line officers, conducted under direction of commanders, destroyers, Pacific Fleet, at San Diego, Calif. Length of course, about four months.

E-1703. FLEET ENGINEERING COURSE.—For line officers, conducted under the direction of commanders, destroyers, Pacific Fleet, and Atlantic Fleet, for destroyers. Orders for these courses are issued by the officers under whose direction the schools are conducted.

Section 8. STAFF CORPS SCHOOLS

E-1801. NAVAL MEDICAL SCHOOL.—Medical and dental officers are selected for this course, which is given at the Naval Medical School, National Naval Medical Center, Bethesda, Maryland. During time of war these classes are

¹ Subject to modification as the exigencies of the service require.

convened as frequently as possible and are of eight weeks' duration. The refresher course for Reserve medical officers is alternated with the basic course for newly appointed medical officers in the regular service. During time of peace the basic course is convened on September 15 and is of seven months' duration. The refresher courses during time of peace begin on October 1 and are of six months' duration.

E-1802. MEDICAL CORPS, MISCELLANEOUS INSTRUCTION.—Officers of the Medical Corps are ordered from time to time to attend special courses of instruction at the following institutions.

Special training of from one to six months' duration is given medical officers of the regular Navy and of the Naval Reserve who are recommended for training in specialties pertaining to the Medical Department by the Advisory Board on Postgraduate Education in the Bureau of Medicine and Surgery. This training is given at various civilian medical schools, medical centers, and clinics. The duration of such training depends upon the recommendation of the Advisory Board.

Special training in specialties, such as aviation medicine, deep diving, parachute jumping, chemical warfare, and specialties pertaining to the naval service, are given at naval activities where this instruction is available.

Medical officers entering a specialty are assigned to the following-named naval hospitals for postgraduate instruction in diseases of the eye, ear, nose and throat surgery, urology, and roentgenology:

Naval Hospital, New York, N. Y.

Naval Hospital, Bethesda, Md.

Naval Hospital, San Diego, Calif.

E-1803. DENTAL CORPS.

(1) *Naval Dental School.* (a) Basic course—For newly appointed dental officers. The course is about four months in length and is both indoctrinal and professional in character. (b) Refresher course—For experienced dental officers. It varies in length and comprises postgraduate instruction in all phases of dentistry, but stresses recent advances in operative and prosthetic branches.

(2) *Civilian instructions.*—For experienced officers who have demonstrated interest and ability in a dental specialty. The lengths of available courses vary with the institutions and specialties, ranging from six weeks to eight months. Applicants may submit requests for such instruction in accordance with current directions.

E-1804. NAVAL FINANCE AND SUPPLY SCHOOL.—This school, established at Harvard University Graduate School of Business Administration, provides a course of study and instruction for officers when first entering the Supply Corps.

CHAPTER 2

QUALIFICATION FOR HIGHER COMMAND¹

E-2101. EDUCATION FOR HIGHER COMMAND.—A thorough knowledge of our Nation's policies and the correct conception of the strategy necessary to secure our national success are essential parts of the mental equipment for higher command. A thorough grounding in the principles and methods of naval strategy and tactics and joint operations with the Army are necessary components of the technical knowledge which should be possessed by every experienced naval officer. Sufficient knowledge to interpret correctly the strategic disposition and tactical decisions of our leaders should be the property of every commissioned officer. The development of doctrine and of military character is necessary throughout our naval service.

E-2102. COURSES OF INSTRUCTION.

To achieve the above objectives, the following courses of instruction are provided:

- (a) The Naval War College correspondence courses.
- (b) The Naval War College junior course.
- (c) The Naval War College senior course.
- (d) The Naval War College advanced course.
- (e) The Army War College course.
- (f) A national defense course (whenever the Executive branch of the Government considers it practicable to inaugurate this course).

E-2103. CORRESPONDENCE COURSES.—The Naval War College correspondence courses are designed for officers who cannot attend the War College. These courses of instruction are arranged to give a foundation in the study of naval warfare and international law. Their aims are to improve professional fitness and to prepare officers for the resident courses at the War College.

The courses are described in paragraphs E-2104 and E-2105. Officers desiring to enroll for the courses should submit their requests direct to the President of the United States Naval War College, Newport, R. I.

E-2104. STRATEGY AND TACTICS.

(1) The course in strategy and tactics comprises a study of Navy Department instructions and tactical publications, the reading of certain designated books, the study of original material developed at the War College, and a drill in search operations, order writing, and the estimate of the situation process.

(2) A special course in strategy and tactics for officers of the Naval Reserve, Coast Guard, and other services follows closely the regular courses, omitting mainly that part concerned with the study and application of department instructions and tactical publications, which are not generally available to these officers.

E-2105. INTERNATIONAL LAW. (1) The course in international law covers questions of particular interest to naval officers and the regular course comprises five installments covering situations which might arise in service.

(2) An advanced course consisting of four situations may be taken by students who have completed the regular correspondence course in a creditable manner, or are otherwise specially qualified by previous training.

E-2106. JUNIOR COURSE.

(1) The Naval War College junior course consists of instruction given to lieutenant commanders and lieutenants with at least six years' commissioned service.

¹ Subject to modification as the exigencies of the service require.

(2) The course provides a thorough grounding in the minor operations of war, and also includes international law, theses, and comprehensive professional reading. The course is designed further to prepare officers for duty on the staff of a flag officer.

E-2107. SENIOR COURSE.—The Naval War College senior course is intended to give senior officers training in handling and maintaining large fleets over extended theaters of war and in fleet engagements. It embraces a study of national policies, international relations, economics, strategy, tactics, logistics, command, and international law.

E-2108. ADVANCED COURSE.—The Naval War College advanced course covers the advanced phases of naval campaigns which, due to limited time, cannot be considered by the senior class. The class will be composed of flag officers and senior captains who have completed the senior course.

E-2109. THE ARMY WAR COLLEGE COURSE.

(1) The course at the Army War College begins in September of each year and ends the following June. In order to familiarize naval officers with Army problems and better train officers for joint operations, if practicable, there will be assigned to each Army War College class at least four captains or commanders of the line of the Navy, and at least two colonels, lieutenant colonels, or majors of the Marine Corps. Naval officers so assigned will be graduates of the Naval War College.

(2) Following the present policy, there will be on the staff of the Army War College a naval officer of suitable rank, and, correspondingly, an Army officer on the staff of the Naval War College. The naval officer shall have taken the course at the Army War College before being ordered to the staff of that college.

E-2110. INSTRUCTION AT SHORE STATIONS.—At each shore station where large numbers of officers are assembled, schools based on that of the junior class of the Naval War College will be conducted on an entirely voluntary basis for the training of such officers who desire to attend. It is desired that commandants of shore stations encourage the formation of such classes.

E-2111. INSTRUCTION AFLOAT.—At home bases where forces of the fleet assemble for extended periods of time, fleet schools will be conducted, as far as may be practicable, for the purpose of instructing officers particularly in the problems relating to the forces to which they are attached, and in general to joint fleet problems relating to the methods of war afloat. Advantage will be taken of the opportunities thus presented for conducting critiques of fleet maneuvers.

E-2112. TACTICAL SET.—In connection with these phases of instruction, attention is called to the fact that the tactical set (mechanical equipment) of the war game outfit may be obtained by requisition on the Bureau of Naval Personnel, and that the confidential features of the war-game outfit may be drawn from the registered publication section.

E-2113. EXAMINATION FOR PROMOTION.—Certificates of graduation from the Naval War College senior and junior courses will be accepted as evidence of qualification in strategy and tactics in examination for promotion. Certificate of completion of the correspondence course will likewise be accepted in lieu of examinations for promotion to the grades of lieutenant (junior grade) lieutenant and lieutenant commander in strategy and tactics. However if at any time a candidate for promotion has been found by a naval examining board markedly deficient in his written examination, his record, or both, the board may examine him in the subject of strategy and tactics regardless of the fact that he holds a certificate of graduation from the Naval War College or of completion of the correspondence course in this subject.

CHAPTER 3

TRAINING OF JUNIOR OFFICERS

E-3101. GENERAL.—The training of junior officers of the line in general line duties must be carried on by the forces afloat. The method of procedure outlined in the Navy Regulations will be adhered to for its accomplishment.

E-3102. FEATURES OF TRAINING.—In time of war or national emergency, the training of junior officers of the line will be conducted as directed by the commanding officer.

E-3103. NAVAL RESERVE OFFICERS.—In time of war or national emergency, the training of officers of the Naval Reserve shall be as prescribed by the Chief of Naval Personnel.

CHAPTER 4

EXAMINATIONS FOR PROMOTIONS OF OFFICERS OF THE LINE ³

E-4101. PROMOTION TO CAPTAIN AND COMMANDER.—For promotion to the ranks of captain and commander, officers will be examined in (1) general and military law; (2) strategy and tactics, communications; (3) aviation; and (4) international law. A War College diploma, senior course, for promotion to captain, and senior or junior course for promotion to commander, is accepted in lieu of examination in strategy and tactics, except in the case of officers markedly deficient in written examinations or records, or both, in which case the examining board may examine in strategy and tactics.

E-4102. PROMOTION TO LIEUTENANT COMMANDER, LIEUTENANT, AND LIEUTENANT (JUNIOR GRADE).—For promotion to the ranks of lieutenant commander, lieutenant, and lieutenant (junior grade), officers will be examined in (1) general and military law; (2) strategy and tactics, communications; (3) aviation; (4) international law; (5) seamanship; (6) navigation (practical); (7) navigation and piloting; (8) ordnance and gunnery; (9) marine engineering; and (10) electricity. A War College diploma, senior, junior, or correspondence course, is accepted in lieu of examination in strategy and tactics, with the same exception as noted above for captain and commander.

E-4103. ENGINEERING DUTY ONLY.—Officers for engineering duty only will be examined in (1) general and military law; (2) international law; (3) marine engines and boilers; (4) electricity. The examinations in military law and international law will be of the same character as those given line officers; those in marine engineering and electricity will be of more advanced character.

E-4104. SCOPE OF EXAMINATIONS.—In general, the questions given will be of a nature to demonstrate the fitness of the candidate to perform the duties of the rank for which he is being examined, those for the junior ranks being specific and technical, those for command rank more general and administrative.

E-4105. REQUIREMENTS AND BIBLIOGRAPHY.—Requirements under the various subjects and the necessary bibliography follow:

(1) General, military, admiralty and naval law.

I. Sources, basic principles and authority.

II. Administration and enforcement.

(a) Courts-martial and deck courts, exceptional military courts, admiralty courts.

(b) Military government and martial law, rank, command, discipline.

(c) Maritime law regarding collision, salvage, seamanship, and navigation.

(d) Courts of inquiry, naval boards and investigations.

³ In time of war, promotions of line officers are made on the basis of the officer's record, rather than by examination.

Bibliography:

The Constitution.
 The Articles for the Government of the Navy.
 Naval Courts and Boards.
 Navy Regulations and General Orders.
 Case Instructions.
 Laws Relating to the Navy, annotated, 2 vols. Melling.
 United States Code, title 34.
 Robinson on Admiralty.

(2) Strategy and tactics, communications, and security.

I. Strategy (including Information and Security).

II. Tactics.

III. Communications—organization, administration, and operation.

Bibliography:

Navy Regulations and General Orders.
 Sound Military Decision (War College publication).
 Appropriate Confidential Publications (available through commanding officers).
 Communication Instructions.
 H. O. No. 205.

(3) Aviation.

I. Organization and administration: Bureau of Aeronautics, aviation shore stations, fleet aircraft units, base facilities, logistics, and supply.

II. Material:

(a) Types of aircraft and engines, including design, construction, marking, and handling when not air-borne. Propellers, instruments, armament, safety equipment and accessories.

(b) Maintenance, repair and tests of aircraft structures, power plants, and appurtenances.

III. Flight and operating instructions: Authorization for flights, command of aircraft, safety precautions, forced landings, running lights, signals and signaling equipment, traffic rules for take-offs and landings.

IV. Aircraft employment: Missions and tasks of types, combat maneuvers, attack methods, coordination in Navy and Army operations, communications, procedures with lost planes, casualties.

Bibliography:

U. S. Navy Regulations.
 General Orders.
 Manual of Bureau of Aeronautics.
 Naval Aviation—U. S. Naval Academy.
 Navigation and Nautical Astronomy 1939. Dutton.

(4) International law.

I. Neutrality.

II. Blockade.

III. Contraband, prize.

IV. Sovereignty, insurgency.

V. War, treaties, policy.

Bibliography:

U. S. Navy Regulations.
 International Law, vols. I and II, 5th ed. By L. Oppenheim.
 International Law, chiefly as interpreted and applied by the United States, vols. I and II. By C. C. Hyde.
 Instructions for Navy Governing Maritime Warfare.
 War College International Law Situations.

International Law for Naval Officers, 3d ed. By Soule and McCauley.

International Law, 2d ed., 1934. By C. G. Fenwick.

Air Power and War Rights, 2d ed. By J. M. Spaight.

(5) Seamanship.

I. Material:

Types of ship, hull, fittings and accessories.

Ropes, towlines, blocks and tackles, ground tackle.

Power boats, boats under oars and sail.

Rescue apparatus, mine sweeping equipment, diving equipment.

II. Applied seamanship.

(a) Ship handling:

In the open sea (including fueling).

In constricted passages, in stormy weather, during low visibility.

Alongside docks, in dry dock. In anchoring, mooring, getting underway. In formation.

In connection with aircraft, in emergencies.

(b) Casualties:

Collision.

Salvage (including submarines and aircraft).

Towing.

Damage control.

Assistance to vessels in distress.

Stranding (use of boats in surf and to carry out anchors).

Life saving.

III. Rules of the road: International Inland (U. S.).

IV. Honors and ceremonies:

Diplomatic interchanges with foreigners.

Tradition and customs of the service.

Salutes and side honors.

Relationship with United States officials.

National holidays, special ceremonies.

Bibliography:

U. S. Navy Regulations.

Modern Seamanship. By A. M. Knight.

Case Instructions.

Principles of Warship Construction and Damage Control, 4th ed. By Manning and Schumacher.

Bureau of Construction and Repair Manual.

Janes Fighting Ships.

(6) Ordnance and gunnery.

I. Organization, regulations and safety orders: The gunnery department, duties of gunnery, fire control and battery officers and gunners. Battle bills. Safety precautions.

II. Materials: Armor, powder, explosives and small arms ammunition. Projectiles, detonators, and fuses. Mines, torpedoes, depth charges, and bombs. Chemicals for gas warfare, pyrotechnics. Ordnance stores and spare parts.

III. Installations and equipment: Guns of all calibers, including small arms. Gun mounts and turrets. Directors, catapults, torpedo tubes, range finders, fire control instruments, periscopes, gas masks, nets.

Magazines, sprinkling and flooding systems, ammunition supply systems.

IV. Training: Gun and fire control drills and gunnery exercises, landing force and small arms exercises. Gunnery and torpedo schools, spotting, torpedo and AA drills, gas defense drills. Reports of gunnery exercises.

V. Operations: Preparations of main, secondary, and AA batteries for battle. Battle operations, including gun firing and control, torpedo firing, mine laying, catapulting. Handling of battle casualties. Post-battle repairs and reports.

Bibliography:

U. S. Navy Regulations.

Naval Ordnance, 12th ed.

Bureau of Ordnance Manual.

Bureau of Ordnance Pamphlets, Orders, and Instructions.

Landing Force Manual.

Service Chemicals, U. S. Navy.

(7) Navigation.

I. Geo-Navigation.

(a) Piloting:

Requisites; charts, publications, instruments and their use.

Aids to navigation.

Fixes, bearings, ranges, danger angles.

Duties of a navigator.

(b) Dead reckoning:

The sailings.

Compasses, gyro and magnetic, compensation, compass errors.

Methods of speed determination.

Low visibility navigation, radio bearings.

Grounding cases.

II. Celo-Navigation:

Solution of astronomical triangle, the equinoctial and horizon systems.

Time. Chronometer error.

The sextant and correction of sextant altitudes.

III. Aerography and oceanography:

Winds, storms.

Ocean currents, tides.

Marine surveying.

IV. Relative movement of ships:

Course and speed problems.

Time and distance problems.

Composite problems.

(8) Practical navigation.

I. Day's work in navigation:

Solution and plot of sun, star, planet and moon sights.

Current determination.

Interval to Local Apparent Noon.

Local Apparent Noon Latitude.

Sunrise and sunset. Moonrise and moonset.

Great circle problems.

Plotting of positions on chart.

Bibliography:

U. S. Navy Regulations.
 Dutton—1939.
 Bowditch—1938.
 Nautical Almanac.
 Tide and Current Tables.
 The Pilot and Sailing Directions.
 Case Instructions.
 Bureau of Naval Personnel Manual.
 The Rude Star Finder.

(9) Marine engineering.

I. Organization, regulations, and instructions:

Engineering and C. and R. departments.
 Duties of officers assigned to Engineering and C. and R. departments.
 Records and reports—Engine room log, bell book, hull board report, machinery history and index.
 Emergencies—Fire, underwater explosion, collision, flooding compartments, entering closed compartments, and casualties to machinery and personnel, safety precautions.
 Dockings, tests, measurements, cognizance of material, laying up and recommissioning ships.
 Painting and preservation of compartments and machinery.

II. Materials:

Manufacture, properties, tests and utilization.
 Metals—Steel, iron, aluminum, copper, and alloys.
 Nonmetals—Insulating material, coverings, paints, abrasives, packings.
 Fuels, lubricants, and gases—Fuel oil, Diesel oil, gasoline, lubricating oils and greases, refrigerants, other gases.
 Miscellaneous—Tools, fittings, pipings, spare parts.

III. Boilers and fireroom equipment:

Types of boilers, blowers, fuel oil apparatus.
 Boiler feed water and feed water apparatus.
 Boiler fittings, instruments and gauges.
 Thermodynamic principles, combustion, and flue gas analysis.

IV. Main propulsion installations:

Turbines, reciprocating engines, Diesel engines.
 Reduction gears; bearings, shafting, and propellers.
 Lubrication and lubrication systems.
 Main condensers, air pumps, and other engine room auxiliaries.

V. Engineering and C. and R. auxiliaries (not directly connected with boilers or main engines):

Distilling, evaporating, refrigerating and compressed air plants.
 Heating and air conditioning equipment.
 Power boat machinery, Diesel and turbo auxiliaries.
 Foundry and repair shops.
 Anchor and steering engines, cranes, and winches.

NOTE.—Sketches, descriptions, and discussion of operation and management may be required on all engineering topics.

Bibliography:

U. S. Navy Regulations.
 Manual of Engineering Instructions.

Bulletins of Engineering Information.

Bureau of C. and R. Manual.

Handbook of Engineering Fundamentals by Eshbach (Wiley handbook series vol. I).

Kents Mechanical Engineers' Handbook—Power (Wiley handbook series vol. II) Eleventh edition.

Kents Mechanical Engineers' Handbook—Design—Shop Practice (Wiley handbook series vol. III) Eleventh edition.

Naval Machinery (1937 U. S. Naval Institute).

Principles of Warship Construction and Damage Control 1935.

Energy Analysis of Naval Machinery (1937 U. S. Naval Institute).

Internal-Combustion Engines (1937 U. S. Naval Institute).

Diesel Engineering Handbook by L. H. Morrison—Eighth edition.

Engineering Metallurgy by Stoughton and Butts—Third edition.

(10) Electricity.

I. Generation: Alternators, D. C. generators, primary batteries, storage batteries, synchronous converters, mechanical and electronic and chemical rectifiers.

II. Transmission: I. C., F. C., and ship control systems, power lighting and radio circuits, cables, switches, circuit breakers, transformers.

III. Utilization: Main propulsion motors, general service motors and controls, rheostats, telephones, resistances, heating, lighting, welding, signalling, and other thermionic appliances.

IV. Measurements and tests: Instruments and other testing appliances; tests of insulation and equipment; calculations of power, efficiency and circuit constants; radio tests and measurements.

V. Miscellaneous: Audio and supersonic applications; ultra-violet, infra-red, gamma and X-rays; principles of gyros; Piezo-electric characteristics.

Bibliography:

Manual of Engineering Instructions.

Bulletins of Engineering Information.

Electrical Engineers' Handbook—Electric Power—by Pender and Del Mar. Third Edition (Wiley handbook series vol. IV).

Electrical Engineers' Handbook — Communication — Electronics—by Pender and McIlwain. Third edition (Wiley handbook series vol. V).

Electrical Engineering Text—Direct Currents—vol. I. Third edition by Dawes.

Electrical Engineering Text—Alternating Currents—vol. II. Second edition by Dawes.

Application of Electricity to Marine Propulsion (Dept. of Electrical Engineering and Physics U. S. N. A.)

Storage Batteries—Third edition by Vinal.

Fundamentals of Radio (1938) by Terman.

Radio Manual. U. S. Naval Institute.

E-4106. FOR PROMOTION TO PERMANENT GRADE OF CHIEF BOATSWAIN.**(a) General information and instructions.—**

- (1) United States Navy Regulations.
- (2) Bureau manuals.
- (3) General orders.
- (4) Duties of a boatswain.
- (5) Duties of a division officer.
- (6) Duties of the officer of the deck.
- (7) Duties of a boat officer.
- (8) Official correspondence.

(b) Seamanship.—

- (1) Boats—types, equipment, and construction.
- (2) Handling of boats under oars, sail, power.
- (3) Boat salutes.
- (4) Lowering and hoisting of boats.
- (5) Cordage, canvas, and purchases.
- (6) Anchor gear, cables, anchoring, mooring, clearing hawse, and docking.
- (7) Rules for preventing collisions—international and inland.
- (8) Signals—semaphore, lights, flags.
- (9) General knowledge of ship's construction—nomenclature; division by decks and compartments; numbering of compartments; drainage system; preservation of hull.
- (10) Handling of ships alongside docks and at sea.
- (11) Towing; use of oil at sea.
- (12) Handling of boats in a surf.
- (13) Carrying out anchors and kedging.
- (14) Laws of storms.
- (15) Buoyage system in the United States.

(c) Ordnance and gunnery.—

- (1) Duties of beach master.
- (2) Landing Force Manual, United States Navy:
 - Drill regulations—Definitions, introduction, and general rules for drills and formations.
 - Infantry—weapons, orders, commands, and signals.
 - Infantry drill—school of the recruit, the squad, the platoon, and the company.
 - Artillery—general principles, organization, etc.; school of the platoon.

(d) Navigation and piloting.—

- (1) Detailed description of magnetic compass, binnacle, and compensator; compass error, variation, deviation; how to apply compass error.
- (2) Piloting vessels in channels and harbors and along coasts; fixing positions on soundings by various methods; knowledge of methods of plotting position by radiocompass bearings.
- (3) Navigating by dead reckoning, use of patent log speed—r. p. m.
- (4) Use of charts, use of Notices to Mariners, correction of charts.
- (5) Tides, tide tables.
- (6) Winding chronometer, chronometer error by radio time signal.
- (7) Description of the sextant—adjustments to a sextant—R. S. F.

(e) *Aviation seamanship.*—

- (1) General knowledge of the handling and arresting gear for aircraft.
- (2) General knowledge of the handling of aircraft aboard ship, in hangars, on the ground, and on the water.
- (3) General knowledge of approaching aircraft in small boats; taking aircraft in tow; hoisting aboard; use of slings; towing bridles; mooring and mooring aircraft; and general aviation seamanship.
- (4) Knowledge of the rules of the road for aircraft.
- (5) General knowledge of equipment necessary in aircraft operating from a base, independently or extended flights.

(f) Optional questions for boatswains performing aviation duty will be based on the following subjects:

- (1) A detailed knowledge (e) (1-5) above.
- (2) A detailed knowledge of the alignment and rigging of standard types of naval aircraft.
- (3) Knowledge of personnel and material required to operate a given number of aircraft and to carry on routine overhaul and repair. Same for rigid airships.
- (4) Detailed knowledge of fabrics, wing and fuselage, covering and doping.
- (5) Detailed knowledge of laying out a balloon for inflation, deflating, and packing.
- (6) Knowledge of mooring and unmooring a rigid airship and stowing in hangar.

E-4107. FOR PERMANENT GRADE OF CHIEF GUNNER.

(a) *General information and instructions.*—

- (1) United States Navy Regulations
- (2) Bureau manuals
- (3) General orders
- (4) Duties of a gunner
- (5) Duties of a division officer
- (6) Duties of the officer of the deck
- (7) Duties of a boat officer
- (8) Official correspondence

(b) *Seamanship.*—

- (1) Rules for preventing collisions—international and inland; buoyage system in the United States
- (2) Loading guns in boats—and landing guns from boats
- (3) Handling boats in a surf

(c) *Ordnance and gunnery.*—

- (1) Thorough knowledge of Landing Force Manual, United States Navy
- (2) Naval ordnance—service explosives; recoil and counter-recoil systems; naval rifled guns; details of gun construction; naval gun mounts; breech mechanisms; naval gun sights; firing attachments and gas-expelling devices; armor; projectiles; ammunition and ammunition stowage; naval proving ground work; aircraft; antiaircraft; and field guns.
- (3) Ammunition and explosives—making up of service ammunition and explosives; tests and inspection of all service ammuni-

tion; safety precautions; pyrotechnics; erosion; and dispersion (reference, Ordnance Pamphlet No. 4).

- (4) Torpedoes and accessories—torpedoes; torpedo tubes; air compressors; accumulators; and separators (reference, Ordnance Pamphlet No. 3)
 - (5) Fire control—general knowledge of fire control, all batteries (reference, Ordnance Pamphlet No. 0)
 - (6) Turret installations (reference, Ordnance Pamphlet No. 0)
 - (7) Mines (reference, Ordnance Manual on Mines)
 - (8) Small arms and machine guns (reference, Ordnance Manual)
 - (9) Diving (reference, Bureau Construction and Repair Diving Manual)
 - (10) Aircraft ordnance—a general knowledge of all aircraft ordnance equipment, such as bombs, bomb fuses, and bomb sights; aircraft machine guns, machine-gun mounts, and machine-gun synchronizers; aircraft gun sights; aircraft torpedo accessories; and aircraft catapults
- (d) *Optional questions for gunners performing aviation duty.*—
- (1) A detailed knowledge of aircraft ordnance will be required
- (e) *Navigation and piloting.*—
- (1) Detailed description of magnetic compass, binnacle, and compensator; compass error, variation, deviation; how to apply compass error
 - (2) Piloting vessels in channels and harbors and along coasts; fixing positions on soundings by various methods; knowledge of methods of plotting position by radio-compass bearings
 - (3) Navigating by dead reckoning use of patent log speed—revolutions per minute
 - (4) Use of charts, use of Notices to Mariners, correction of charts
 - (5) Tides, tide tables
 - (6) Winding chronometer, chronometer error by radio time signal

E-4108. FOR PERMANENT GRADE OF CHIEF ELECTRICIAN

(a) *General information and instructions.*—

- (1) United States Navy regulations
- (2) Bureau manuals
- (3) General orders
- (4) Duties of an electrician
- (5) Duties of a division officer
- (6) Duties of a boat officer
- (7) Official correspondence

(b) *Electricity.*—

- (1) Units
- (2) Construction, care, repair, and operation of alternating-current and direct-current generators and motors
- (3) Switchboards
- (4) Wiring systems
- (5) Instruments
- (6) Safety devices
- (7) Starting devices
- (8) Interior communications
- (9) Fire control
- (10) Gyrocompass
- (11) Searchlights—care and operation

- (12) Storage batteries—care and operation
- (13) Operation and care of dynamo-room machinery
- (14) Telephones

(c) Radio apparatus and radio compass—care and operation, elementary knowledge of

E-4109. FOR PERMANENT GRADE OF CHIEF RADIO ELECTRICIAN.

(a) *General information and instructions.*—

- (1) United States Navy regulations
- (2) Bureau manuals
- (3) General orders
- (4) Courts and boards
- (5) Duties of a chief radio electrician
- (6) Duties of officer in charge of a naval radio station
- (7) Duties of a division officer, and junior O. O. D.
- (8) Duties of a boat officer, and patrol officer
- (9) Civil government
- (10) Official correspondence and accountability for Government property
- (11) Mathematics, i. e., arithmetic, algebra, geometry, and plane trigonometry, applied practically in problems of design
- (12) Elementary knowledge of navigation, including charts, plane and Great Circle sailing, dead reckoning, deviation and variation, and fixing position by radio bearings and soundings

(b) *Electricity.*—

- (1) Fundamental knowledge of D. C. and A. C. theory
- (2) Construction, care, repair, and operation of A. C. and D. C. motors and generators
- (3) Batteries, care, repair, and operation
- (4) General knowledge of switchboards, safety devices, starting equipment, interior communication systems, etc.
- (5) Wiring systems A. C. and D. C.; types of cable and wire used.
- (6) Knowledge of electrical measurements and instruments.
- (7) General knowledge of self-synchronous systems.
- (8) General knowledge of gas and Diesel engines.

(c) *Radio and sound.*—

- (1) General knowledge of practical design in the field. (In all problems of design, use of books, slide rules, tables, etc., is permissible.)
- (2) Transmitters and receivers—detailed practical and theoretical knowledge of the construction, repair, care, and operation.
- (3) Direction finders—detailed theoretical and practical knowledge, including calibration and operation.
- (4) Power supplies for transmitters and receivers—detailed theoretical and practical knowledge.
- (5) Antennas and transmission lines—knowledge of design and use of directional and nondirectional types for reception and transmission. (In all problems of design, use of books, slide rules, tables, etc., is permissible.)
- (6) Radio test equipment, i. e., frequency meters, signal generators, analyzing equipment, cathode ray, etc.—detailed knowledge of equipment and their uses.
- (7) Sound equipment—detailed theoretical and practical knowledge of all types.

- (8) General knowledge of radio wave propagation.
- (9) Recent developments in the radio communication field.
- (10) Standard radio equipment on various types of vessels and aircraft.

(d) *Communications.*—

- (1) Detailed knowledge of communication instructions of the United States Navy, fleet instructions, letters on radio and communications, and knowledge of publications required in the radio room and communication office.
- (2) Detailed knowledge of procedure in handling traffic in Naval, Army and Navy, International and Domestic form.
- (3) Organization of the communication system of the United States Fleet and when ships are operating independently.
- (4) United States naval communication system ashore—organization, routings, point to point and to the fleet.
- (5) Knowledge of publications required in the radio room and communication office.
- (6) Knowledge of commercial traffic and abstracting.
- (7) General knowledge of the Army and Coast Guard communication systems and the major commercial radio communication organizations.
- (8) General knowledge of coding duties and communication security.
- (9) Fleet organization and administration.
- (10) Demonstrated operating ability based on the requirements for chief radioman.

E-4110. FOR PERMANENT GRADE OF CHIEF MACHINIST.—

(a) *General information and instructions.*—

- (1) United States Navy Regulations.
- (2) Bureau manuals.
- (3) General orders.
- (4) Duties of a machinist.
- (5) Duties of a division officer.
- (6) Official correspondence.

(b) *Engineering.*—

- (1) Main engine—inspection, alinement, adjustment, care, repair, safety precautions, and operation of reciprocating engines, turbines, Diesel engines, and electric drive; sketches and description of engines and parts; oils and materials.
- (2) Boilers—sketches and description of various types used in the Navy, including all fittings and piping; cleaning, testing, and inspection; operation, safety precautions, and casualties; gas analysis and fuels.
- (3) Internal combustion engines, 2-cycle, 4-cycle, gasoline, and Diesel—care, repair, and operation; safety precautions.
- (4) Auxiliaries—sketches, description, repair, adjustment, operation, casualties, and safety precautions of all auxiliary machinery on board ship (including machine shop, blacksmith shop, coppersmith shop, and foundry practice).
- (5) Storage batteries—care and operation.

(c) *Optional questions for machinists performing aviation duty will be based on the following subjects:*

- (1) Detailed knowledge of aviation engines, water-cooled and air-cooled.

- (2) Detailed knowledge of personnel and material required to operate given numbers of aircraft and carry on routine overhaul and repairs; same for rigid airships.
- (3) Detailed knowledge of repair and overhaul of all types of aviation engines.
- (4) Detailed knowledge of aviation metals, their characteristics and uses.
- (5) Detailed knowledge of aviation metal working and repairs.
- (6) Detailed knowledge of machine tools and machine-shop practice.
- (7) Detailed knowledge of rigging and alinement of standard types of naval aircraft.
- (8) Knowledge of launching and arresting gear for aircraft.
- (9) Detailed knowledge of aircraft engine accessories, such as starters, generators, magnetos, and gun synchronizers; ability to balance and adjust propellers.
- (10) Detailed knowledge of aircraft engine installations—fuel systems, cooling systems, lubrication systems, including oil, and water radiators.
- (11) Working knowledge of aircraft engine fuels and lubricating oils.

E-4111. FOR PERMANENT GRADE OF CHIEF CARPENTER.

(a) General information.—

- (1) General knowledge of types and duties of vessels of United States Navy.
- (2) Knowledge of the general characteristics, including strength members, stability, and watertight integrity, which differentiate the various types of vessels of the United States Navy.
- (3) Knowledge of the watertight subdivision of the various types of vessels and what constitutes watertight subdivision.
- (4) Preparation of a vessel prior to action.
- (5) Character of damage liable during an action and methods of making temporary and permanent repairs to same.
- (6) Reading of structural, piping, and machinery plans of all type.
- (7) Preparation of material schedules, planning of work, making of sketches, estimates of time and material, and detail knowledge necessary for the successful undertaking of any repair or alteration liable to be undertaken during the routine overhaul of a first-class combatant vessel.
- (8) Duties of a chief carpenter and a first lieutenant upon reporting to a vessel being built, upon commissioning and upon placing a vessel out of commission.
- (9) Thorough knowledge of the United States Navy Regulations, General Orders, and Bureau of Naval Personnel Manual as related to the duties of chief carpenter and first lieutenant, boat officer, division officer, and officer of the deck.
- (10) General knowledge of the Bureau of Construction and Repair Manual as a whole, with thorough knowledge of those portions which are under the direct supervision of the carpenter and first lieutenant.
- (11) General knowledge of the methods for obtaining stores, custody and care of stores, allowance lists, and familiarity with procurement of material on board ship and at a navy yard.
- (12) Knowledge of official correspondence and reports, with particular reference to requests for repairs and alterations.

- (13) Thorough knowledge of different types of anchors, anchor gear, chain, including manufacture and repair and tests at sea and shore.
 - (14) A general knowledge of docking and a thorough knowledge of the steps to be taken on board ship in preparation for docking, inspections required and precautions necessary, and preparation of and painting of bottoms.
 - (15) Knowledge of elementary seamanship.
- (b) *Construction and repair of vessels.*—
- (1) Knowledge, including names, functions, and general idea of sizes of all parts of a vessel's structure and fittings.
 - (2) Knowledge of the functions, with some detail of work undertaken in a mold loft.
 - (3) Be able to lift from a mold loft or a vessel, lay out, erect, and test, any structural member of a vessel.
 - (4) General knowledge of the construction of principal types of naval vessels, including such details as procedure of erection, regulation, testing, and installation of main Bureau of Construction and Repair items.
 - (5) Thorough knowledge of required tests for compartments, Bureau of Construction and Repair auxiliaries, and piping systems, methods of conducting these tests, and results obtained.
 - (6) Thorough knowledge of the requirements of the Bureau of Construction and Repair regarding cutting of holes in strength and ballastic members of a vessel; the attachment of fittings, welding, or other work affecting these members.
 - (7) Be able to lay out, fabricate, and test any piping system under the cognizance of the Bureau of Construction and Repair.
 - (8) Knowledge of the function and operation of such Bureau of Construction and Repair auxiliary machinery as steering gears, windlasses, winches, etc., with general knowledge of making repairs to this equipment.
 - (9) General knowledge of the various types of welds used in ship construction and methods of making same.
 - (10) Thorough knowledge of the construction and repair of small boats, including their equipment.
 - (11) Thorough knowledge of and be able to make repairs to any item of wood found aboard a vessel.
 - (12) General knowledge of materials used in ship construction, the advantages and disadvantages of each type or class, and general characteristics of each material.
 - (13) General knowledge of the theories on corrosion, with detail, knowledge of such items as galvanic action and dissimilar metals; methods of preventing corrosion of all types.
 - (14) Knowledge of the care and preservation of materials of all kinds, including such items as ship's structures and fittings, piping, special alloys, machinery, and spare parts, both for vessels in and out of commission.
 - (15) Thorough knowledge of all precautions necessary when painting, entering compartments, welding, cutting, handling of weights, working with tools or machinery, overhauling pipe lines, sea valves, etc., which may be necessary while a vessel is at sea or undergoing overhaul at a navy yard.

CHAPTER 5

TRAINING OF ENLISTED MEN

Section 1. GENERAL

E-5101. INSTRUCTIONS FOR ENLISTED TRAINING.—The pamphlet, "Instruction for enlisted training," is a publication which gives detailed information on the training activities of the bureau in connection with the enlisted personnel of the Navy. It contains information on the training stations, service schools and their curricula, selection of men for trade schools, training courses available, slide films, educational motion pictures, reports required on training activities, etc. Suggested changes, corrections, and comments on this pamphlet should be forwarded in time to reach the Bureau by April 1 of each year.

Section 2. TRAINING STATIONS

E-5201. MISSION AND LOCATION.

(1) The mission of the training stations is to bridge the gap for the recruits from civilian to military life, introducing them to discipline, naval duties, and esprit de corps.

(2) The training stations are located at Hampton Roads, Va., San Diego, Calif., Newport, R. I., Great Lakes, Ill., Bainbridge, Md., Sampson, N. Y., and Farragut, Idaho.

E-5202. COURSE OF TRAINING.

(1) The length of the course of training for all newly enlisted men is 12 weeks. Upon completion of the course, apprentice seamen are transferred in that rating to general service.

(2) The course of training shall include instruction in infantry drill, small arms, swimming, boats, care of their outfit and of themselves on board ship.

E-5203. SELECTION OFFICER FOR SERVICE SCHOOLS.—The organization of training stations shall provide for a suitable officer in charge of the selection of men for service schools. Such officers should not be relieved from this duty more frequently than is necessary unless to better the performance of that duty.

Section 3. TRAINING OF APPRENTICE SEAMEN AFLOAT

E-5301. DURATION OF TRAINING.

(1) Training of apprentice seamen shall continue until the completion of 4 months' service. Commanding officers shall give special attention to the instruction of apprentice seamen. Apprentice seamen, if qualified at completion of 4 months' service, may be advanced to seamen, second class, or firemen, third class. Attention is invited to the Manual of the Medical Department for the physical examination required prior to advancement to fireman, third class.

(2) In case apprentice seamen are not qualified for advancement at the completion of 4 months' service, their instruction shall be continued and a special report of each case made to the Bureau with recommendation.

E-5302. TRAINING ON BOARD SHIP.

(1) On capital ships there shall be an organization charged with the instruction of apprentice seamen and other newly enlisted men arriving in drafts of 10 or more. It will be the function of this organization to fit such men for assignment to their regular ship's duties and to familiarize them with life and duties on board ship. While such men are undergoing instruction they may be temporarily detailed to other departments and assigned stations with other divisions in order that the individual's aptitude for certain kinds of duty may be determined and their eventual assignment to the regular organization be made with least interference with the ship's efficiency and readiness for war. Care should be taken not to duplicate completed instruction already given at training stations on shore. Instruction and supervision should be given on the assumption that the recruit's preliminary instruction has been finished and that it is necessary to give him only instruction that is peculiar to duty on a seagoing vessel. Ample time should be allowed for this instruction before assignment to the regular ship's organization.

(2) On other vessels where it is deemed impracticable to maintain a separate organization for recruit instruction, commanding officers shall make such provision for this instruction as may be feasible, taking into consideration the type of vessel and the service to which assigned and the instructions pertaining to capital ships.

Section 4. SERVICE SCHOOLS

E-5401. CLASSES OF SCHOOLS.—The service schools are divided into three classes:

(a) Class A schools are those designed to assist the forces afloat by giving such elementary instruction to recruits as will make them more immediately useful and give them the groundwork necessary for the lowest petty officer ratings.

(b) Class B schools are those designed to supplement the training afloat by giving enlisted men advanced instruction when such instruction can be more advantageously given ashore.

(c) Class C schools are those designed to meet the needs of the service by giving advanced training for particular duty assignments to enlisted men in special subjects not normally a part of shipboard instruction.

E-5402. SEMIANNUAL INFORMATION LETTER.—Semiannually the Bureau will issue a circular letter giving a list of the schools, their locations, allocations, ratings eligible, etc. The pamphlet, "Instructions for Enlisted Training," gives detailed information on the same subject.

E-5403. HANDLING OF RECRUITS UPON REPORTING TO CLASS A SCHOOLS.—The same principles as outlined in paragraph E-5302 will be observed when recruits are transferred to service schools. They should be so handled as to further their interest in successful completion of the work at schools bearing in mind that these men are in a new environment and have not yet settled down. Care should be taken to maintain their interest and to utilize any available time prior to the starting of their classes for the purpose of arousing their ambition giving them as definite an idea as possible of the exact nature of the work and duties they will be expected to perform, presenting to them the necessary qualifications for a petty officer in the Navy, the difficulties that have been encountered by men in similar situations in the past, and how to avoid these difficulties. This period may be organized along the following lines.

(a) The importance of the rating for which they are studying, aboard ship and in the Navy:

The duties, watches, and responsibilities of the rating aboard ship.

(b) Qualities of a man-of-war's man and special technical qualifications necessary for the rate.

How these qualifications are developed in the service schools; what training is given and why.

(c) Why the petty officer must be a leader of men; the qualities required for leadership; service discipline; the pitfalls most common for men starting out in the Navy and how to avoid them.

(d) Such preliminary instruction in the actual work of the school as there is time for before the commencement of the regular service instruction.

(e) Suitable slide films and training courses may be usefully employed during this period.

E-5404. ALLOCATION OF SCHOOLS.

(1) When the Bureau decides to maintain a service school in commission during any period, it also determines the number of men that can be allocated to that school for instruction. To maintain that number of men under instruction it directs the transfer of men thereto on certain dates, at intervals, by one or more of the following methods:

(a) Assignment of quotas to be sent from various commands afloat.

(b) Assignments of quotas of newly enlisted men to be sent upon completion of the full course of training at training stations.

(c) Assignments by name by the Bureau upon individual requests.

(2) When quotas have been assigned as in (a) and (b) above, individual requests should not be forwarded to the Bureau. When the number of men to be under instruction is small, it is usual to assign no quotas and transfer only men who have indicated their desire to attend the school by submitting requests.

(3) Commanders of units of the fleet and commanding officers of vessels operating independently may utilize such service schools as are made available in the Bureau's semiannual letter without reference to the Bureau after arrangements have been made with the officer in charge of such schools, and it has been determined that the additional men can be accommodated and given instruction without interference with the regular conduct of the schools. In such cases men may be transferred temporarily for special courses of instruction. They should be reported from their own commands as attached thereto but absent on temporary duty and they are not to be reported to the Bureau from the schools. It may be necessary for additional instructors to be sent to the school from the commands sending men for instruction.

(4) In general, men sent to class B schools from vessels of the fleet will be returned to their individual ships upon completion of the course or upon being dropped for any cause.

(5) Officers in charge of class B schools will promptly notify the commanding officer of the ship from which a man has been received as soon as it is determined that the man's return to his own command will not be effected, together with the reasons therefor.

E-5405. ENTRANCE QUALIFICATIONS.

(1) Commanding officers will give careful attention to the selection of men for attendance at these schools in order that time may not be lost and expense incurred in the transfer and training of unsuitable men. All commanding officers should assure themselves that these qualifications, as well as those given in E-5406 if applicable, are met and proper notation entered in the man's service record prior to transferring men to a school.

- (2) The general requirements for entry in any service school are:
- (a) Detail to school should be desired by the man concerned.
 - (b) He must have a good record.
 - (c) He must have shown aptitude for the specialty represented by the school.
 - (d) Except in the case of a candidate for the Officers Cooks and Officers Stewards' School, he must have a mark not lower than 50 on the Bureau of Naval Personnel Standard Test in Arithmetic. Candidates for the Officers Cooks and Officers Stewards' School must have a mark not lower than 25 on this test.
 - (e) He must be able to read, spell, and write English with a fair degree of ability, and, in general, possess the equivalent of a grammar-school education.
 - (f) A mark of at least 70 in the general classification test, except in the case of a candidate for the Officers Cooks and Officers Stewards' School, who shall have a General Classification Test mark of at least 50.
 - (g) He shall not have attended any other service school during current enlistment, except that a graduate of an elementary school (class A) may attend one advanced school (class B) or one special school (class C) during the same enlistment; also, a graduate of an advanced school (class B) may attend one special school (class C) during the same enlistment.
 - (h) A statement signed by the man concerned that no reasons exist nor can any be foreseen that will necessitate a request for a special order discharge must be filed with his record.
 - (i) There shall be at least two years remaining to serve on current enlistment or enlistment as extended at date of completion of the course.

E-5406. SPECIAL REQUIREMENTS FOR CERTAIN SCHOOLS.

(1) *Stenographers' schools.*—Candidate should have completed the first 21 units of the Bureau of Naval Personnel course in shorthand or demonstrated equivalent ability. Knowledge of speed writing will not be acceptable as equivalent ability.

(2) *Optical schools.*—(a) Candidates should, for the short course, be able to understand elementary diagrams and sketches; be able to read scales, dials, gauges, and verniers; have normal eyesight (20/20) or more, be free of astigmatism, and have approximately equal acuity in each eye. For the long course, the candidate should have the same qualifications as for the short course and in addition have an elementary knowledge of geometry (desirable but not mandatory), be able to read working drawings and prints, be an excellent mechanic with machine and hand tools, be able to use precision measuring instruments, and be able to use the surface plate. (b) All candidates for the optical school shall be sent to repair ships or to the submarine bases, New London, Coco Solo, or Pearl Harbor, for observation and examination before being assigned to these schools.

(3) *Radio material school.*—Candidates shall be examined by repairship or tender officer personnel or other qualified officer as to their fitness for the proposed course of instruction and a report made to the candidate's commanding officer with regard to qualifications. This examination should include the following subjects.

Arithmetic:

- Common and decimal fractions.
- Ratio and proportion.
- Powers and roots.
- Square root.

Algebra:

- Positive and negative numbers.
- Addition and subtraction.
- Multiplication and division.
- Fractions.
- Ratio and proportion.
- Simple equations with one unknown.
- Exponents powers and roots.
- Simultaneous linear equations.
- Quadratic equations.

Logarithms.

Trigonometry:

- Angles.
- Trigonometric functions.
- Solution of the right triangle.

Elementary theory of electricity:

- Electromotive force.
- Current.
- Resistance and conductance.
- Ohms and Kirchoffs laws and their application.
- Magnetism and electromagnetic induction.
- D. C. motors and generators.

Commanding officers having within their command enlisted men who are candidates for the Radio Material School should write to the Director, Naval Research Laboratory, Anacostia Station, Washington, D. C., for a pamphlet entitled "Radio Material School—Preparation Required for Candidates." This pamphlet covers a course of study embracing the subjects on which men are examined to determine their eligibility for the school, and in addition to being an aid in preparing for the examination will give the men a groundwork which will be of benefit while at the school.

(4) *Sound school*.—Candidates with defective hearing shall not be ordered to this school.

(5) *Electrical interior communication school*.—Candidates shall be examined by repairship or tender officer personnel, or other qualified officer, as to their fitness for the proposed course of instruction, and a report made to the candidate's commanding officer with regard to qualifications. This examination should include the following subjects:

Arithmetic:

- Common and decimal fractions.
- Ratio and proportion.
- Powers and roots.

Algebra:

- Positive and negative numbers.
- Addition and subtraction.
- Multiplication and division.
- Fractions.
- Ratio and proportion.
- Simple equations with one unknown.
- Exponents, powers, and roots.

Electricity, direct current:

Electromotive force.

Current.

Resistance and conductance.

Ohms and Kirchoffs laws and their application.

Magnetism and electromagnetic induction.

Motors and generators.

Measuring instruments.

While trigonometry is not required in this examination, a study of the subject prior to entrance into the school will be found to be of great benefit. This study should include: angles, trigonometric functions, solution of the right triangle.

Commanding officers having within their command enlisted men who are candidates for the Electrical Interior Communication School should write to the Director, Naval Research Laboratory, Anacostia Station, Washington, D. C., for a pamphlet entitled "Preparatory Course for Electrical Interior Communication School." This pamphlet covers a course of study embracing the subjects on which men are examined to determine their eligibility for the school, and in addition to being an aid in preparing for the examination will give the men a groundwork which will be of benefit while at the school.

(6) *Deep sea divers' school*.—Candidates selected for this school should, if practicable, be between the ages of 20 and 30 years; be qualified as divers, second class, or have had sufficient instruction and experience in diving to warrant assignment to advanced instruction, be examined by a medical officer in accordance with the provisions of the Manual of the Medical Department, Par. 1536.

(7) *Submarine school*.—Candidates for this school should be physically qualified in accordance with the Manual of the Medical Department.

(8) *Aviation pilot training*.—Candidates should be physically qualified in accordance with the Manual of the Medical Department. (Ch. 11, Sec. XXIII.)

(9) *Sound motion picture technicians' school*.—Candidates for this school should be examined in and show a knowledge of elementary magnetism and electro-magnetic induction; storage batteries, theory, care and operation; application of Ohms and Kirchoff laws; and elementary knowledge of vacuum tubes.

(10) *Advanced fire-control school*.—Candidates shall be examined by Force Fire-Control Officer or by tender officer personnel when available, or by other qualified officer, as to their fitness for proposed course of instruction, and report made to candidate's commanding officer. The examination will emphasize mathematics, elementary theory of electricity, fundamental theory of fire control, and will include written and practical work. The requirements in mathematics and elementary theory of electricity will be the same as those required for entrance to the Radio Material School as outlined in paragraph (3) of this article.

E-5407. DUTY ASSIGNMENTS OF GRADUATES OF SCHOOLS.—Successful completion of instruction at a service school does not of itself assure advancement in rating. Advancement in rating depends in part upon the practical application of the knowledge gained. In order that the service may benefit by the time, effort, and funds expended in the maintenance of these schools, graduates should be assigned to duties that will permit their training to be continued. In order that the individual man may not lose the benefit of the instruction on shore, it is usually necessary to continue his training after graduation. It should be understood, however, that service-school graduates are not a separate class of men, nor have they a right to special consideration. They may be assigned to any duty or to any detail in the discretion of their commanding officers, but

it is assumed that these officers will take cognizance of and give full consideration to the valuable training that has been given.

E-5408. CONVENING OF CLASSES.

(1) Classes convene at varying intervals, determined by the number of instructors available and by the size of the classes.

(2) Unless a date is specified in the orders for their transfer, men should be transferred to service schools immediately.

E-5409. QUALIFICATIONS OF INSTRUCTORS FOR SERVICE SCHOOLS.—(See par. D-7032.)

Section 5. TRAINING COURSES

E-5501. GENERAL.

(1) In order to furnish commanding officers with suitable training material the Bureau publishes Navy training courses covering many ratings. The number of ratings covered is being increased as rapidly as funds permit, the ultimate aim being to have a course for every rating.

E-5502. USE AND DISTRIBUTION.—The basic features of the training course program are:

- (a) Training courses are available to all enlisted men free of charge.
- (b) Courses are supplied to any ship or station upon official request.
- (c) Courses are of two kinds—(1) rating courses, (2) general courses.
- (d) Supervision of study is done by officers in each command.

E-5503. ENTRY IN SERVICE RECORD OF TRAINING COURSES COMPLETED.—

In order to provide a record for use in connection with advancement in rating, article D-5104, paragraph (1 c), proper entry for Navy training courses satisfactorily completed should be made upon page 4-A of service records, giving name of course and mark assigned for the course.

E-5504. RECORD OF COMPLETION CERTIFICATES.—Upon the successful completion of a training course, a certificate (Form B. N. P. 672) will be presented to the student by the commanding officer.

E-5505. REQUESTS FOR SUPPLIES.

(1) Training courses are issued on the requests of commanding officers as follows:

- (a) Vessels operating in the Atlantic, east coast activities and units not specified, address the Training Division, Bureau of Naval Personnel.
- (b) Vessels operating in the Pacific, west coast activities, and the Fourteenth Naval District, address the Educational Officer, Eleventh Naval District, San Diego, Calif.

(2) Requests should be made for individual courses and should state that men are ready to commence the training courses for the next higher rating.

Section 6. SLIDE FILM INSTRUCTION

E-5601. GENERAL.—A slide film is a series of lantern slides which are prepared on film as a convenience for projection and handling. The object of these films is to supplement and assist the regular instruction in naval subjects by visual means.

E-5602. USE OF SLIDE FILMS.—The only equipment needed to project these films is a projector. A white bulkhead may be used in place of a screen. Films may be shown in the daytime in any compartment on board ship by simply shutting off sources of glaring light.

E-5603. PROCUREMENT OF PROJECTORS AND SLIDE FILMS.

(1) Procurement of projectors is under the cognizance of the Bureau of Ships in accordance with specifications prepared by the Bureau of Aeronautics. Projectors may be obtained by request to the Bureau of Ships via the Bureau of Naval Personnel.

(2) Films and slides for the projector are under the cognizance of the Bureau of Aeronautics and may be obtained by request to the Bureau of Aeronautics via the Bureau of Naval Personnel.

Section 7. SWIMMING INSTRUCTION

E-5701. QUALIFYING SWIMMERS.—Every endeavor should be made to qualify men who are unable to swim 50 yards. This is particularly desirable in the case of line petty officers, and no man shall be made a coxswain or a member of a power boats' crew who has not so qualified. Note shall be made, preferably by a stamp, on the service record of all men who have qualified in swimming, indicating the class.

Section 8. FIRST AID INSTRUCTION

E-5801. INSTRUCTION OF THE CREW IN FIRST AID.—Every member of the crew shall be systematically instructed, at regular intervals in:

- (a) Application of occlusive dressings.
- (b) Resuscitation of the apparently drowned.
- (c) Emergency treatment of burns.
- (d) Resuscitation of those suffering from electric shock.
- (e) Control of hemorrhage.

CHAPTER 6

LIBRARIES

Section 1. SHIPS' LIBRARIES

E-6101. ALLOWANCE LIST.—Libraries are supplied upon commissioning to all ships except tugs and other small craft. The number of volumes allowed varies with the number of personnel aboard. The following is a partial allowance list for ships of various types:

	Volumes
Battleships.....	1,100, 2,000
Aircraft carriers.....	900, 1,100, 2,000
Heavy cruisers and light cruisers (10,000 ton).....	900
Light cruisers, tenders, and repair ships.....	600
Destroyers.....	150, 200, 300
Submarines, minesweepers and river gunboats.....	150
Gunboats.....	400

E-6102. BOOK SUPPLY.—After commissioning, books are supplied to ships from the appropriation "Libraries." Monthly shipments of new books are automatically made from this bureau without request to all ships in full commission except submarines, tugs, and other small craft. Additional books to replace worn and obsolete or any other books desired should be requested by the ship from the Bureau of Naval Personnel. The charges for these books are made at the time of issue and are not a charge against any ship's allotment.

E-6103. SHIPS NOT OPERATING DIRECTLY UNDER THE GENERAL SUPPLY SYSTEM.—On ships not operating directly under the general supply system, fiction books are carried under title V and not title B. Nonfiction books are carried in title B. This permits the exchange of fiction between vessels of this class without paper work. The bureau does not duplicate fiction to destroyers in the same division, so that more titles may be available and exchanged.

E-6104. ALLOWANCE OF NAVY DEPARTMENT PUBLICATIONS TO SHIPS.—The following is the allowance of Navy Department publications under the cognizance of the Bureau to ships.

	Battle-ships, aircraft carriers	Cruisers, tenders	Gunboats	Destroy- ers	Subma- rines, minesweep- ers, tugs	Other auxilia- ries
Landing Force Manual	25	15	5	2	1	2

E-6105. OFFICER IN CHARGE.—On board ships to which chaplains are assigned the chaplain is responsible for the library. In the absence of the chaplain, the navigating officer shall be responsible. (U. S. Navy Regulations, art. 1028.)

Section 2. SHORE LIBRARIES

E-6201. BOOK SUPPLY.—Books for the libraries of shore stations are provided from the appropriation "Libraries." New books are supplied monthly without request. Additional books desired, as well as replacements for those worn out or obsolete, should be requested from the Bureau of Naval Personnel. Books issued under the direction of the bureau are not a charge against the allotment of any appropriation made to stations.

E-6202. CIVILIAN LIBRARIANS.—Civilian librarians appointed from the eligible list maintained by the United States Civil Service Commission, Washington, D. C., are provided for the larger stations and hospitals, insofar as funds permit.

Section 3. LOAN LIBRARY

E-6301. LOAN LIBRARIES.—The normal peacetime operation of the Bureau of Naval Personnel Loan Library has been suspended for the duration of the war.

Section 4. RECORDS, REPORTS, AND INVENTORY

E-6401. RECORDS.—All battleships, cruisers, and larger stations should have a card index of all library books. This index should include an author list, a title list of fiction, and a classified subject list of all nonfiction. A record of books loaned should be kept by all ships and stations. Forms B. N. P. 140 and B. N. P. 141 are furnished by this Bureau especially for this purpose.

Section 5. SURVEYS

E-6501. SURVEYS.—The total number of books surveyed during a fiscal year should not exceed the number of new books added during the previous fiscal year. Only such books as have become worn out, obsolete, or lost shall be surveyed. It is not considered necessary to replace surveyed books with the same titles. Inventory shall be taken annually and request for survey be made before the third quarter of the fiscal year. (U. S. Navy Regulations, art. 1222.) Surveyed books should be turned into store at navy yard, Mare Island, Calif.; or at the Naval Supply Depot at Norfolk, Va., depending upon the location of the ship.

Section 6. RECONDITIONING OF WORN LIBRARY BOOKS

E-6601. RECONDITIONING OF WORN LIBRARY BOOKS.—Worn library books from the ships and stations on the Atlantic coast can be reconditioned at the naval prison, Portsmouth, N. H. A list of the books to be reconditioned should be forwarded to this Bureau, which will authorize the work. No work is done by the prison without authority in advance from this Bureau.

CHAPTER 7

MORALE AND RECREATION

Section 1. MORALE

E-7101. RESPONSIBILITY FOR DEVELOPMENT OF GOOD MORALE.—The development and maintenance of a high state of morale is the responsibility of every flag and commanding officer.

E-7102. AIM OF MORALE WORK.—Morale is the measure of determination to succeed in the purpose for which the individual is trained or for which the organization exists. Every officer is responsible for the mental attitude of the man directly under his command, and to his commanding officer belongs the loyal effort necessary to maintain that mental attitude in its highest state. The aim of the morale work is to render the Navy most effective by enhancing the effectiveness of each individual in the service through the stimulation of his patriotism and will to win.

E-7103. CLASSIFICATION OF MEANS FOR IMPROVING MORALE.

(1) Improving the state of morale divides itself into two general classifications; the first, and by far the more important, comprises the use of all military means, while the lesser includes amusement and recreation.

(2) Under the military means for improving morale are grouped:

(a) Lectures, letters, and memoranda to all officers on the psychology and science of handling men.

(b) The removal of all unnecessary sources of discontent, dissatisfaction, and annoyance.

(c) Mental stimulation, good environment, information, and education.

(d) Under supplementary means for improving morale are grouped amusement and recreation.

E-7104. AIDE OR ASSISTANT FOR MORALE—DUTIES.

The aide or assistant for morale must always keep clearly before him the fundamental facts that contentment of mind and comfort of body are the foundation on which the structure of good morale is built. This, plus the determination to succeed in the purpose for which the organization exists, constitutes the foundation and the framework. The complete structure embodies discipline, efficiency, pride in self, loyalty, community of purpose, willing obedience to orders, smart appearance, and snap. When this structure is inhabited by a mind inspired by a great cause there exists an organization that will stand under stress and exhibit the greatest fortitude under adversity. Only line officers shall be assigned to duty as aides or assistants for morale.

Section 2. ATHLETICS

E-7201. ENCOURAGEMENT.

(1) Athletics being an important factor in the development of good morale, every effort should be made for their encouragement, both afloat and ashore. In order that the benefits of athletics may be enjoyed by the greatest number of

men, commanding officers will endeavor to form as many teams within the organization, covering the various sports as is possible with the resources at hand.

(2) Every facility should be given the enlisted men to take part in athletic contests not only between ships and stations but in competition with outside teams.

E-7202. OUTSIDE COMPETITION—RESTRICTIONS.—Participation by ship or station teams in athletic sport and by individuals in professional boxing and similar contests over which commanders in chief, commandants, or commanding officers have no jurisdiction shall not be allowed. No men shall be allowed to accept money for services as members of athletic teams.

E-7203. ADMISSION FEES AND RESTRICTIONS.

(1) As a matter of policy, the charging of admission fees for entertainments including motion-picture exhibitions or athletic contests held on a naval reservation or on board a vessel of the Navy is not permitted unless the proceeds therefrom are to be devoted to charity and the sanction of the department is obtained.

(2) In no case shall admission fee be charged to boxing bouts held on board vessels of the Navy or on naval reservations. When boxing bouts are held on board vessels of the Navy or on naval reservations within the territorial limits of a State having laws prohibiting boxing, the general public shall not be admitted to such boxing bouts.

E-7204. ATHLETIC MATERIAL—HOW OBTAINED.—When purchased with official funds athletic material may be obtained directly by ships and stations as follows:

(a) Purchase by supply officer on written order of the commanding officer from "Ship's store profits, Navy." (Art. 1404-2, U. S. Navy Regulations, 1920.)

(b) Purchase by supply officer on requisition (appropriation "Welfare and Recreation, Navy") approved by the commanding officer. Expenditures on account of such purchases will be made a charge against money allotments described in articles E-7402-7406, inclusive.

Section 3. MOTION PICTURE SERVICE

E-7301. ENTERTAINMENT AND EDUCATIONAL VALUE.—Motion pictures are a valuable agency in the development of good morale through their entertainment and educational value.

E-7302. DISTRIBUTION.—Motion-picture films purchased or leased by the Navy are distributed from the United States Navy motion-picture exchanges, New York, N. Y., and San Diego, Calif., either direct to ships and stations or via subexchanges in the naval districts or the fleet exchanges. The Bureau's policy in obtaining film for the motion-picture service is to purchase or lease first-class film of current release from first-class producers. Complete programs, averaging eight reels each, are put up in metal containers. For programs over eight reels, two metal containers are used. Films are forwarded by express on Government bill of lading or, in certain cases, by Government transportation; the cost of transportation is therefore not chargeable to ships or stations.

E-7303. MOTION PICTURE SERVICE—REQUEST FOR.

(1) Ships and stations desiring motion-picture service should address requests direct to the nearest of the two main motion-picture exchanges.

(2) Vessels which are scheduled to perform independent duty separated from the fleet exchanges should make timely request on the nearest main exchange, furnishing complete itinerary, if possible, in order that arrangements for assembling programs may be made for the service requested.

E-7304. CHARGES.

(1) In order that the motion-picture service may be self-sustaining, ships and stations will be charged at the end of each quarter for the programs exhibited at a flat rate in accordance with schedules published by the Bureau.

(2) Every exhibition of a motion-picture film reduces its life about 2 percent. Ships and stations, therefore, are charged for each and every exhibition of a program. If, for example, a ship or shore activity shows the same program on successive nights, payment must be made for each exhibition.

E-7305. PAYMENTS.

(1) The charges referred to above may be paid from either the quarterly money allotment granted to ship or station, "Welfare and Recreation, Navy," by charge to "Ship's store profits, Navy" where a ship's store is maintained, or from unofficial funds.

(2) When payment is made from quarterly money allotment, "Welfare and Recreation, Navy," the following notation will be made on quarterly statement of allotment to the Bureau of Naval Personnel: "Amount charged against quarterly allotment on account of motion-picture service, \$——."

(3) When payment is made from "ship's store profits, Navy," a charge entry will be made on the quarterly statement of ship's store profits (S. and A. Form 55) showing amount to the credit of the Bureau of Naval Personnel for motion-picture service.

(4) When payment is made by unofficial funds, check or money order will be drawn to the order of the Officer in Charge, Navy Motion Picture Exchange, Navy Yard, New York, and forwarded with the original Form B. N. P. 111.

(5) The method of paying the assessments will be noted on Form B. N. P. 111.

E-7306. CHARGE FOR LOSS OR DESTRUCTION OF FILM.—Any ship or station responsible for the loss, damage, or destruction of film which is the property of the Bureau of Naval Personnel will be assessed by the Bureau for the amount of the cost of replacing the film lost or destroyed or repairing the damage thereto. This payment may be made by any of the methods described above. Whenever a motion-picture film is lost or destroyed, a complete detailed report will be immediately made to the Bureau, via the Navy Motion Picture Exchange, Navy Yard, New York, of all the circumstances attending the loss or destruction of the film together with the responsibility therefor.

E-7307. DEPRECIATION.—The principal causes of depreciation of the film are:

(a) Inefficient or careless operators.

(b) Carelessness or negligence in handling of films, resulting in loss, destruction by fire or exposure to the elements, and damage to sound track.

(c) Poor repair or poor adjustment of motion-picture machines.

E-7308. CIRCULATION.—Every possible effort shall be made to expedite the forwarding of film to the end that there may be the minimum of loss due to idle film. After exhibition, film must be returned to the exchange, subexchange, or fleet exchange from which received, unless otherwise directed by proper authority. The exchanges are responsible for the expeditious movement of film, in order that programs reaching outlying stations may not be too old for entertainment value. This involves a continuous and comprehensive study of prospective ship movements and investigation of delays in forwarding programs.

E-7309. MOTION PICTURE PROJECTING EQUIPMENT.

The Bureau of Ships is charged with the procurement and assignment of all motion picture projecting equipment, including spares and replacements, both ashore and afloat, that is to be used primarily for recreational purposes. Before submitting requests to the Bureau of Ships for projecting equipment, commanding officers should acquaint themselves with existing instructions covering the

payment for film service. Unless it is ascertained that funds will be available for payment for film service requests for equipment should not be submitted. These instructions do not apply to motion picture equipment procured by other bureaus or by the Bureau of Naval Personnel for recruiting purposes.

E-7310. MOTION PICTURE OPERATORS.—Schools for sound motion picture technicians are maintained at the Navy Motion Picture Exchange, navy yard, New York, N. Y., and the naval training station, San Diego, Calif. A thorough and practical course of instruction is given in the operation and care of sound motion picture machines and the care and handling of motion picture film. Personnel other than graduates of these schools shall not be permitted to operate Navy motion picture equipment, except by authority of the Bureau of Naval Personnel. All ships and stations should anticipate the loss of their qualified operators.

E-7311. COOPERATION.

(1) The Navy Motion Picture Exchange was established in order that the entire service may be supplied with motion pictures at all times. To prove of benefit the whole-hearted cooperation of the entire service is necessary. The bureau urges this cooperation to make the exchange efficient, permanent, and self-sustaining.

(2) B. N. P. forms will be issued for reports on distribution and accounting for motion picture films as follows:

Form B. N. P. 110, Exhibition and transfer report of motion picture programs.

Form B. N. P. 111, Quarterly statement of assessment for motion pictures.

Section 4. ALLOTMENTS

E-7401. ADMINISTRATION OF APPROPRIATION "WELFARE AND RECREATION, NAVY."—The Bureau is charged with the administration of the appropriation "Welfare and recreation, Navy." It shall also be responsible to the Secretary of the Navy that expenditures shall be kept within the limits of the appropriation.

E-7402. MONEY ALLOTMENTS FOR SHIPS AND STATIONS.—As one of the measures employed to provide for the recreation, amusement, comfort, contentment, and health of enlisted men of the Navy, money allotments are granted by the Bureau under the appropriation "Welfare and recreation, Navy," to various ships and naval activities on shore to be expended at the discretion of flag, commanding officers afloat, commandants, and commanding officers of shore activities.

E-7403. ALLOTMENTS, INFORMED OF.—Quarterly allotment to vessels and to shore stations will be published annually by the Bureau of Naval Personnel showing the quarterly allotment granted each vessel and shore activity.

E-7404. ALLOTMENTS CUMULATIVE.—Quarterly allotments will be cumulative from quarter to quarter, but not from one fiscal year to a succeeding one. All unobligated funds on June 15 under appropriation "Welfare and recreation, Navy," will revert to and be made available for expenditure by the Bureau of Naval Personnel.

E-7405. NEWLY COMMISSIONED VESSELS.

Ships that are added to the Navy during the year and which are not listed in the annual allotment letter will be entitled to quarterly allotment allowed vessels of their class, and will also be granted a commissioning allotment. Prior to commissioning date, the prospective commanding officer will request, by letter, the quarterly and commissioning allotment from the Bureau of Naval Personnel.

E-7406. EXPENDING OF ALLOTMENTS.—Commanding officers of ships in commission and commandants and commanding officers of shore activities are authorized to obtain upon requisitions approved only by themselves, where allotments have been granted by the Bureau of Naval Personnel, services or supplies not in excess of the quarterly allotments granted their respective commands and expend the same for use, providing a certificate is placed on the face of the requisition to the effect that the services or supplies are considered necessary for the amusement, comfort, contentment, or health of the enlisted personnel attached to the command. Payment for the following services or supplies is not authorized:

- (a) The purchase or hire of freight or passenger-carrying vehicles.
- (b) The purchase of articles which are obtainable under the cognizance of other bureaus.
- (c) Payment for the services of motion picture operators.

E-7407. QUARTERLY STATEMENTS.—At the end of each quarter, the commanding officers afloat and commandants and commanding officers of shore activities will cause to be submitted through them a statement of allotment to the Bureau of Naval Personnel (Form B. N. P. 120). Authority for taking up additional allotment will be shown on statement. Expenditures shown on statement will be substantiated by proper vouchers attached thereto.

E-7408. ALLOTMENTS TO VESSELS IN RESERVE AND IN ORDINARY.—Ships in reserve will have special allotments prescribed by the Bureau. Ships in ordinary have no allotment.

E-7409. ALLOTMENTS TO AUXILIARY VESSELS.—Auxiliary vessels not manned by naval crews are not allowed allotments.

E-7410. ALLOTMENTS TO DISTRICT VESSELS.—District vessels, not granted direct allotments by the Bureau, such as submarine chasers, patrol boats, and yard craft should be provided for from allotments made to commandants of naval districts.

E-7411. ADDITIONAL ALLOTMENTS.—Requests for an additional allotment will be specific in nature, stating fully the necessity therefor, and emanate from the commanding officer afloat, and commandant or commanding officer of shore activities.

Section 5. WELFARE WORK

E-7501. RELATIONS WITH CIVIL ACTIVITIES.

(1) All activities of whatever nature carried on within the limits of a naval station or on board vessels of the Navy shall be under naval control.

(2) All naval authorities should cultivate and maintain cordial and friendly relations with any organization which desires to contribute to the welfare of the personnel of the Navy outside of naval stations and on shore generally.

(3) Commandants of all naval districts, including the Commandants of the Severn and Potomac River Naval Commands, will submit annually on the 31st of December a summarized list of naval clubs and other social activities within the district under their command which furnished recreational facilities for enlisted personnel while on shore on liberty or leave, giving the location of such activities with any pertinent comment.

E-7502. MAINTENANCE OF ORGANIZATION BUILDINGS.—All welfare organizations or other agencies which have been permitted to erect buildings or other appliances within the limits of naval reservations have transferred as a loan to the United States Navy all their buildings and equipment, for the use of the Navy Department for the maintenance of the health, comfort, contentment, and recreation of the officers and men of the naval service so long as such use is

desired. It is therefore a direct obligation of the Navy to provide for the maintenance of these buildings and the care and operation of this equipment used by the Government.

E-7503. SALVAGING OF BUILDINGS.—When any welfare building is deemed to be of no further use for the purpose for which it was originally intended or has otherwise outlived its usefulness, the right to salvage or otherwise remove the building rests with the organization which originally erected the same. The proper procedure in such cases is for the commandant or commanding officer of the station concerned to communicate with the organization holding title to the building and inform it that the building, being of no further use, may be salvaged or removed, informing the Bureau of his action. The organization concerned should then request the Bureau of Naval Personnel for the necessary permit to proceed with the removal of the building.

E-7504. HOME SERVICE.—The man who joins the Navy cannot be expected to sever his home connections nor to forget his home responsibilities. It would seem best to have every helpful influence back of him during his service and to make sure that unnecessary worries about his home do not interfere with his efficiency and good morale. The American Red Cross, as the authorized medium of communication between the people of the United States of America and their Army and Navy, is prepared to reach any home in any community and to render any necessary service for the man and for his family; to maintain representatives at all hospitals and stations where it seems advisable and in the principal ports, to render a helpful service to the enlisted personnel in conformance with the wishes of commanding officers. This program of helpfulness has been designated "home service" and embraces assistance in untangling personal difficulties and the establishment of a tangible connecting link between the service man and his home so that the man may be relieved of worry and may be brought to appreciate the interest to his home people, and so that the family may secure needed relief and may be kept in touch with their member in the service. The Red Cross will furnish assistance to commanding or executive officers in investigating and reporting on home conditions of individuals with a view to rendering any needed form of home service. When requested, the Red Cross will handle applications for information by despatch.

E-7505. CONTACT WITH RED CROSS.—Contact with home service representative of the Red Cross may be made as follows:

(a) Commanding officers may consult the Red Cross field director at the naval station or a home-service worker of the local Red Cross chapter.

(b) Men may consult the Red Cross field director at the naval station or a home-service worker of the local Red Cross chapter.

E-7506. DATA TO BE INCLUDED IN INDIVIDUAL REQUESTS FOR HOME SERVICE.—In each case where an individual submits a request to the Red Cross involving home service, he should be sure to state:

(a) His full name, rate, and station.

(b) The full name and address of wife, mother, father, or whoever it is that he wishes the Red Cross to see.

(c) Concise details of the case desired to be investigated, remedied, or relieved.

Section 6. SHIP AND STATION NEWSPAPERS

E-7601. VALUE OF PAPERS.—Ship and station newspapers should be made a positive factor in promoting the efficiency, welfare, and contentment of personnel and in building "ship's spirit."

E-7602. AUTHORITY FOR SHIPS AND STATION NEWSPAPERS.—The Joint Committee on Printing has granted authority for the publication of newspapers at legally established printing plants of the Government on ships and stations.

E-7603. RESTRICTIONS.—The Joint Committee on Printing prohibits the carrying of advertisements of any kind. No issue shall contain more than four sheets and the size of the paper shall not exceed 9 by 12 inches. Only sufficient copies should be printed to meet the needs of the personnel. The cost of the material necessary to produce the paper will be met from the regular allotments from appropriation, "Welfare and recreation, Navy," or from "Ships' store profits, Navy." Depreciation to the printing equipment, if any, shall be borne by appropriation "Maintenance, Bureau of Ships." A ship or station immediately upon publication of any issue of their paper shall furnish both the Joint Committee on Printing and the Bureau of Naval Personnel with a copy.

E-7604. EXCHANGE.—All ships and stations publishing papers should exchange with each other in order that service news may be more widely disseminated. Ship and station newspapers will not be mailed in penalty envelopes to other than government agencies.

Section 7. GOVERNMENT LIFE INSURANCE

E-7701. INFORMATION, WHERE FOUND.—Detailed information concerning United States Government life insurance is contained in chapter 22, Bureau of Supplies and Accounts Manual, and in Veterans' Administration pamphlet, insurance form 752, as revised, obtainable from Veterans' Administration, Washington, D. C.

E-7702. NECESSITY OF EARLY APPLICATION.

(a) United States Government life insurance may be taken out by any person who served in the military or naval forces during the World War who is in good health. In addition, those who enter or reenter the active naval service may take out this insurance but a valid application and tender of premium for the insurance desired must be made out and forwarded within 120 days after entry or reentry into active duty.

(b) Except in cases of men who served in the military or naval forces during the World War the effective date of United States Government life insurance is the date on which valid application and tender of premium are made and forwarded to the Veterans' Administration. If the first premium is paid by allotment the effective date is the date of first payment of premium by the Bureau of Supplies and Accounts (Allotment Division) and this date may not be later than the first day of the month following the expiration of the 120-day period.

E-7703. DISSEMINATION OF INFORMATION ON INSURANCE.—The Bureau desires that information concerning Government life insurance be disseminated amongst naval personnel as widely as practicable by commanding officers of ships and stations. The Bureau believes that naval personnel should take full advantage of this insurance, particularly of its disability features, toward laying the foundation for savings and for the protection of dependents.

E-7704. TRAINING STATIONS, DUTY TOWARD RECRUITS.—It is the duty of the training stations:

(a) To place before the recruit the information concerning Government insurance.

(b) To maintain a follow-up system to insure that the recruit thoroughly understands and realizes the advantages of taking out Government insurance.

(c) To afford the recruit an opportunity to apply for Government insurance before the expiration of the time limit.

E-7705. REENLISTMENTS.—All ships and stations, particularly recruiting and receiving stations, should bring to the attention of all men reenlisting who do not carry Government life insurance the advantages and benefits thereof, and should emphasize the necessity of applying within the time limit.

E-7706. OFFICERS, FIRST COMMISSIONED.—Graduates of the United States Naval Academy, upon accepting first commissions, and officers, of the staff corps and Marine Corps, upon accepting first commissions, become eligible to apply for Government insurance.

E-7707. RESERVE OFFICERS AND MEN, ON ACTIVE DUTY.—Officers and men of the United States Naval Reserve on inactive duty, on assuming an active duty status and upon completion of sixteen (16) days' continuous active duty become eligible to apply for Government insurance.

E-7708. EX-NAVY MEN, CONTACT WITH VETERANS' ADMINISTRATION.—It is the purpose of the Bureau to assist ex-Navy men in every possible way in securing contact with the Veterans' Administration, thereby enabling them to renew or convert insurance, secure treatment or hospitalization, or to present compensation claims. To accomplish this purpose, receiving ships and recruiting stations will obtain from the Veterans' Administration a supply of all blank forms needed by ex-Navy men in their contact with the Veterans' Administration. Upon application from ex-Navy men, all possible assistance will be given if practicable by receiving ships and recruiting stations in preparing necessary papers and forms, and forwarding them to the Veterans' Administration, Arlington Building, Washington, D. C.

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CHAPTER 1

GENERAL—ADMINISTRATION AND ORGANIZATION— ALL CLASSES

Section 1. POLICY

H-1101. PURPOSE OF NAVAL RESERVE.—The purpose of the Naval Reserve is to provide a force of qualified officers and enlisted men who are available for immediate mobilization in the event of a national emergency, and who together with the active and retired personnel of the regular Navy can effectively meet the needs of the expanding naval establishment while an adequate flow of newly trained personnel is being established.

H-1102. COMPOSITION OF THE NAVAL RESERVE.—The Naval Reserve as established by the Naval Reserve Act of 1938 is a component part of the United States Navy and consists of—

- The Fleet Reserve,
- The Organized Reserve,
- The Volunteer Reserve,
- The Merchant Marine Reserve.

H-1103. GENERAL POLICIES.

(1) General policies relating to the size, location, organization, administration, training, and mobilization of the Naval Reserve, before being adopted will be submitted to the Secretary of the Navy for approval, via the Chief of Naval Operations.

(2) The closest cooperation will be maintained between the Navy and the States supporting a Naval Militia in accordance with article H-8606.

H-1104. TEN-YEAR POLICY.—Subject to appropriations made annually by Congress, the Naval Reserve Act of 1938 requires that the maximum strength of trained and qualified officers and enlisted men in the several classes, as determined by the Secretary of the Navy, be reached before July 1, 1948, and that this be accomplished as nearly as possible in equal annual increments.

H-1105. NAVAL RESERVE POLICY BOARD.

(1) For the purpose of advising the Secretary of the Navy on the formulation of Naval Reserve policies there shall be convened annually at the Navy Department a Naval Reserve policy board, at least half the members of which shall be Naval Reserve officers. In time of peace, such Naval Reserve officers shall be called to this duty from an inactive duty status. Equitable representation on this board will be given to the Organized Reserve, the Volunteer Reserve, and the Merchant Marine Reserve.

(2) The Chief of Naval Personnel will determine the date on which the above Board shall be convened during any fiscal year and will prescribe its organization and make other necessary arrangements with relation thereto.

(3) Membership on the Board of Naval Reserve officers on an inactive duty status shall be on a permanent basis, except that each year at least one-third such members shall be replaced. These officers shall be selected for this duty with a view to equitable representation on the Board of the various classes of the Naval Reserve from the various sections of the continental United States. Alter-

nate members shall be appointed, the same principles being observed in their selection, in order that routine and unexpected vacancies may be filled from a list of officers who have had full opportunity to prepare themselves for this important duty.

(4) Questions to be placed on the agenda for the sessions of the Board shall be submitted, as they arise, to the various members and alternates, for their preliminary study.

Section 2. PURPOSE AND COMPOSITION OF CLASSES

H-1201. PURPOSE OF FLEET RESERVE.—The purpose of the Fleet Reserve is as stated in article H-9101 hereof.

H-1202. COMPOSITION OF FLEET RESERVE.—The composition of the Fleet Reserve shall be in accordance with the provisions of section 2, chapter 9 hereof.

H-1203. PURPOSE OF ORGANIZED RESERVE.—The purpose of the Organized Reserve is to provide a trained force of officers and men, which, added to qualified personnel from other sources, will be adequate in numbers and composition to complete the war organization of the United States naval forces.

H-1204. COMPOSITION OF ORGANIZED RESERVE.

(1) The Organized Reserve shall consist of officers and men required to perform annual training and other duties and who shall be available for immediate mobilization.

(2) The officers of the Organized Reserve shall be divided into classes designated as follows:

D-O. Deck officers, commissioned and warrant, including boatswains and gunners.

E-O. Engineer officers, commissioned and warrant, including electricians, radio electricians, carpenters, and machinists.

DE-O. Deck and engineer commissioned officers.

A-O. Commissioned aviation flight officers.

SC-O. Supply officers, commissioned and warrant, including pay clerks.

MC-O. Commissioned medical officers.

(3) Enlisted men of the Organized Reserve shall be divided into classes designated as follows:

O-1. Enlisted men of the surface component.

O-2. Enlisted men of the aviation component.

H-1205. PURPOSE OF VOLUNTEER RESERVE.—The purpose of the Volunteer Reserve is to provide a force of qualified officers and men in numbers which added to the officers and men in other branches of the reserve will be adequate to fulfill the purpose of the Naval Reserve.

H-1206. COMPOSITION OF THE VOLUNTEER RESERVE.

(1) The Volunteer Reserve shall be composed of those members of the Naval Reserve not assigned to the Fleet Reserve, the Organized Reserve, or the Merchant Marine Reserve, who are qualified or partially qualified for prescribed mobilization duties.

(2) The officers of the Volunteer Reserve shall be divided into classes designated as follows:

D-V (G). Deck officers, commissioned and warrant, including boatswains, and gunners, qualified for general detail afloat or ashore.

D-V (P). Commissioned deck officers (General Service) appointed in probationary status and, after qualification and transfer to D-O or D-V (G), available for general detail, afloat or ashore.

D-V (S). Deck officers, commissioned and warrant, including boatswains, qualified for specialist duties.

- E-V (G). Engineer officers, commissioned and warrant, including electricians, carpenters, and machinists, qualified for general detail afloat or ashore.
- E-V (P). Commissioned engineer officers (general service) appointed in probationary status and, after qualification and transfer to E-O or E-V (G), available for general detail, afloat or ashore.
- E-V (S). Engineer officers, commissioned and warrant, including machinists, electricians, and radio electricians, qualified for specialist duties.
- E-V (RS). Engineer officers, commissioned and warrant, qualified for radio specialist duties.
- CC-V (S). Engineer officers, commissioned and warrant, including carpenters, for naval construction duties.
- DE-V (G). Commissioned deck and engineer officers qualified for general detail afloat or ashore.
- DE-V (P). Commissioned deck and engineer officers (general service) appointed in probationary status and after qualification and transfer to DE-O or DE-V (G), available for general detail afloat or ashore.
- DE-V (S). Commissioned deck and engineer officers qualified for specialist duties.
- A-V (N). Commissioned aviation flight officers, detailed to active duty in the aeronautic organization of the Navy immediately following their completion of training and designation as naval aviators.
- A-V (G). Commissioned aviation officers holding designation as Naval aviators, qualified for general detail afloat or ashore.
- A-V (S). Aviation officers (special service) commissioned and warrant, including machinists, radio electricians, and gunners, qualified for specialist or ground duties.
- A-V (RS). Aviation officers, commissioned and warrant, qualified for radio specialist duties.
- A-V (T). Commissioned civilian pilots.
- C-V (G). Communication officers, commissioned and warrant, including radio electricians qualified for general detail afloat and ashore.
- C-V (S). Communication officers, commissioned and warrant, including radio electricians, qualified for specialist duties.
- C-V (L). Commissioned communication officers qualified for liaison duties with commercial communication industry and Government communication agencies.
- C-V (X). Commissioned communication officers qualified for naval communication intelligence and security duties.
- SC-V (G). Supply officers, commissioned and warrant, including pay clerks qualified for general detail afloat or ashore.
- SC-V (P). Supply officers (general service), commissioned in probationary status and, after qualification and transfer to SC-O or SC-V (G), available for general detail, afloat or ashore.
- SC-V (S). Commissioned supply officers, qualified for specialist duties.
- MC-V (G). Commissioned medical officers, qualified for general detail afloat or ashore.
- MC-V (S). Commissioned medical officers qualified for specialist duties; or qualified to fill general mobilization assignments.
- DC-V (G). Commissioned dental officers, qualified for general detail afloat or ashore.
- DC-V (S). Commissioned dental officers, qualified for specialist duties; or qualified to fill general mobilization assignments.

HC-V(G). Commissioned and warrant officers of the Hospital Corps, including pharmacists and chief pharmacists, qualified for general detail afloat or ashore.

HC-V(S). Commissioned and warrant officers of the Hospital Corps, including pharmacists and chief pharmacists, qualified for specialist duties.

H-V(S). Commissioned officers appointed for specialist duties in connection with the Medical Corps of the Navy.

H-V(P). Accepted medical and dental students, appointed as probationary ensigns, pending qualification for appointment as medical or dental officers in the Naval Reserve or Regular Navy.

ChC-V(G). Commissioned chaplains, qualified for general detail afloat or ashore.

ChC-V(S). Commissioned chaplains, qualified for specialist duties.

CEC-V(S). Civil engineer corps, commissioned and warrant, including carpenters for specialist duties.

I-V(S). Intelligence officers, commissioned and warrant, qualified for specialist duties.

O-V(S). Ordnance officers, commissioned and warrant, including gunners, for specialist duties.

O-V(RS). Ordnance officers, commissioned and warrant, qualified for radio specialist duties.

L-V(S). Commissioned legal officers.

A-V(P), E-V(P), CC-V(P), O-V(P). Commissioned engineer officers, appointed in a probationary status pending graduation from college and reappointment in class A-V(S), E-V(S), CC-V(S), or O-V(S).

Aviation cadets, U. S. Naval Reserve.

Midshipmen, U. S. Naval Reserve.

Nurses, U. S. Naval Reserve.

(3) The enlisted men of the Volunteer Reserve shall be divided into classes designated as follows:

V-1. Men enlisted in peacetime for association with battalions or divisions of the Organized Reserve; or in time of national emergency or war, for active service as required.

V-2. Men enlisted in peacetime for association with squadrons of the Organized Reserve; or in time of national emergency or war, for active service as required.

V-3. Enlisted men mostly of communication ratings comprising the enlisted personnel of the Naval Communication Reserve.

V-4. Enlisted men for the performance of duties outside the normal scope of their naval rating.

V-5. Men enlisted, as seamen second class or transferred to this class for flight training, leading to commission and naval aviator designation.

V-6. Enlisted men required for mobilization in addition to the other classes of the Volunteer Reserve.

V-7. Men enlisted as apprentice seamen for training preliminary to appointment as midshipmen, U. S. Naval Reserve.

V-8. Enlisted men designated as student aviation pilots for regular prescribed course of training leading to designation as Aviation Pilot.

H-1207. PURPOSE OF MERCHANT MARINE RESERVE.—The purpose of the Merchant Marine Reserve is to provide officers and men for service on Merchant vessels and to provide officers directly connected with the operation and management of such vessels when commissioned in the Navy. In so far as practicable, it is contemplated that officers and men of the Merchant Marine Reserve procured for service afloat will be assigned to duty in their own vessels.

H-1208. COMPOSITION OF MERCHANT MARINE RESERVE.

(1) The Merchant Marine Reserve shall be composed of those members of the Naval Reserve who follow, or who have within 3 years followed the sea as a profession, or who are employed in connection with the seafaring profession, or men who are desirable for training for service on board public vessels of the United States, or such other seagoing vessels documented under the laws of the United States as may be approved by the Secretary of the Navy.

(2) The officers of the Merchant Marine Reserve shall be divided into classes designated as follows:

D-M. Deck officers, commissioned and warrant, including boatswains, qualified for deck or *appropriate* administrative duties.

E-M. Engineer officers, commissioned and warrant, including electricians, radio electricians, carpenters and machinists, qualified for engineering or *other appropriate* duties.

SC-M. Supply officers, commissioned and warrant, including pay clerks, qualified for duties as supply or disbursing officers.

MC-M. Commissioned officers qualified for duties as medical officers.

Cadets, Merchant Marine Reserve, designated as such for officer training for classes D-M or E-M.

(3) Enlisted men of the Merchant Marine Reserve shall be divided into classes designated as follows:

M-1. Enlisted men of United States Merchant Marine, procured for service in seagoing vessels or in training for such service.

M-2. Enlisted men with salvage or seagoing experience procured for service in the local defense forces, or for salvage work.

H-1209. RANKS, GRADES, AND RATINGS ALLOWED.—There shall be allowed in the Naval Reserve the various ranks, grades, and ratings corresponding to those in the Regular Navy, but not, however, including the grades of vice admiral and admiral. In addition there shall be allowed the grades of aviation cadet and Cadet, Merchant Marine Reserve.

Section 3. ORGANIZATION

H-1301. ORGANIZATION OF FLEET RESERVE.—The Fleet Reserve will not be organized during peacetimes, but will be governed in accordance with the provisions of chapter 9 hereof.

H-1302. ORGANIZATION OF THE ORGANIZED RESERVE.

(1) The officers and men of the Organized Reserve will be organized into divisions for the surface component and squadrons for the aviation component for training and mobilization except as noted in paragraph (3) hereof.

(2) In localities where it will contribute to the efficiency of training and administration, divisions may be further organized for these purposes into battalions consisting of from two to five divisions.

(3) (a) Officers and men of the medical department of the Organized Reserve may be assigned to units of the Organized Marine Corps Reserve as directed by the Bureau of Naval Personnel.

(b) Subject to requirements and their own consent in lieu of being attached to a division, battalion, or squadron, officers of the Organized Reserve may be placed on active duty in connection with the administration and training of the Naval Reserve, or if authorized by the Bureau of Naval Personnel assigned appropriate duties in this connection.

H-1303. THE DIVISION.

(1) The division is the basic unit of organization for the surface component.

It will consist of officers and men of the Organized Reserve attached thereto and officers and men of the Volunteer Reserve associated therewith.

(2) The number of enlisted men of class O-1 attached to each division shall not exceed the number authorized by the Bureau of Naval Personnel for the division as a whole nor for each of the pay grades.

(3) The number of class V-1 men associated with each division shall not exceed the number prescribed from time to time by the Bureau of Naval Personnel.

(4) Each division is allowed four line officers of the Organized Reserve, one of whom may be a lieutenant commander, and the remainder shall be below that rank. Within his authorized quota, the Commandant may attach one lieutenant commander of the line in addition to the foregoing where this will contribute to its efficiency, but not more than one lieutenant commander of the line shall be attached to any division. Divisions not attached to battalions are allowed one medical officer and one supply officer of the Organized Reserve. In addition, subject to the approval of the Bureau of Naval Personnel, in each individual case, officers of the Volunteer Reserve may be attached to divisions.

(5) An officer of the Organized Reserve attached to a division thereof who qualifies for promotion to the rank of lieutenant commander, and who, due to the above restrictions, cannot be retained in his division in that rank, may choose one of the following options:

- (a) Promotion to lieutenant commander and transfer to the Volunteer Reserve.
- (b) Waiver of his right to promotion for a period of 1 year with the privilege of remaining in his organization as an officer of the Organized Reserve in the rank of lieutenant subject to the Commandant's authority to detach any officer from an organization at his discretion.

In case an officer waives his right to promotion, vacancies in the grade of lieutenant commander occurring during the time his promotion is deferred will be filled by the promotion of lieutenants below said officer. At the end of 1 year, or earlier if transferred to the Volunteer Reserve, he will, subject to the usual conditions, be promoted to fill the vacancy normally assigned to the officer in his position on the precedence list. The Bureau of Naval Personnel will be under no obligation to void a waiver for a definite period of time even at the request of the officer concerned. Waivers may be renewed from year to year subject to the approval of the district commandant concerned in each case.

(6) The division shall be commanded by the senior line officer attached thereto who shall be issued orders as commanding officer, by the Commandant. As a prerequisite to command of the division, officers shall be qualified in class D-O or class DE-O.

H-1304. THE BATTALION.

(1) The battalion is an organization of the Organized Reserve consisting of from two to five divisions, authorized when its establishment will result in increased training and administrative efficiency.

(2) The number and location of battalions and composition of the staff of the battalion commander are promulgated separately in tables of organization.

(3) The battalion commander shall be an officer of class D-O or class DE-O not above the rank of commander designated by the Commandant. He shall be senior to the division commanders of the battalion and to the line officers on his staff.

(4) The relation of the battalion commander to the division commander in his battalion should be analogous to the relation existing between a division commander afloat and the commanding officers of the ships of his division.

H-1305. THE SQUADRON.

(1) The aviation squadron is the basic unit of organization for the aviation component. It will consist of officers and men of the Organized Reserve attached thereto and officers and men of the Volunteer Reserve associated therewith.

(2) The number of enlisted men of class O-2 attached to each squadron shall not exceed the number authorized by the Bureau of Naval Personnel for the squadron as a whole nor for each of the pay grades.

(3) The number of V-2 men associated with each squadron shall not exceed the number prescribed from time to time by the Bureau of Naval Personnel.

(4) The squadron commander shall be the senior naval aviator attached thereto and shall be a naval aviator of the Organized Reserve designated by the Commandant or of the Regular Navy. Including the squadron commander, each squadron is allowed 32 officers of class A-O, not more than 2 of whom may be above the grade of lieutenant, and 1 medical officer and 1 supply officer of the Organized Reserve. In addition, subject to the approval of the Bureau of Naval Personnel, in each individual case, officers of the Volunteer Reserve may be attached to squadrons.

H-1306. TABLES OF ORGANIZATION.—Tables of organization will be issued annually by the Bureau of Naval Personnel indicating locations at which organizations of the Naval Reserve are authorized, the character and composition of the organization at each location, the number of officers and men allowed each organization in a pay status and the number of officers of the various grades and classifications, and number of men of the various rates required in the organization for mobilization purposes.

H-1307. ORGANIZATION OF VOLUNTEER RESERVE.—Except as indicated in articles H-1303 (3), H-1305 (3), H-1308, H-1309, H-1310, H-1311, H-1312, H-5102 (4), H-5703 (1), H-5803, and H-5806 (1) the Volunteer Reserve is unorganized and consists of individuals to be mobilized as such and trained either individually or in groups.

H-1308. NAVAL COMMUNICATION RESERVE.

(1) For purposes of administration, instruction and training, units of the Volunteer Reserve for communication duties will be composed of officers of classes C-V(G) and C-V(S) and men of class V-3, organized into communication or radio units. Officers of classes C-V(L) and C-V(X) should be encouraged, but not required, to take an active part in the peacetime training and drilling activities primarily intended for officers of classes C-V(G) and C-V(S). The above four classes of officers and the men of class V-3 may be collectively referred to as the Naval Communication Reserve.

(2) Communication and radio units of the Naval Communication Reserve will normally consist of officers of classes C-V(G) and C-V(S) and men of class V-3 residing in the same locality, organized by authority of the District Commandant, with the approval of the Bureau of Naval Personnel and the Chief of Naval Operations. These Units will consist of such numbers of officers and men as are designated in paragraph (6) below.

(3) For purposes of administration and training, communication and radio units of the Naval Communication Reserve may be combined into sections, each section to be commanded by a designated section commander, who shall have a staff unit to assist him.

(4) Section commanders are responsible to the District Commandant, through the District Communication Reserve Commander, and such officers of the regular Navy as the Commandant may designate.

(5) Each district will be allowed 1 NCR commander's staff unit and not more than 10 sections, each with its own commander's staff unit. Each section will

be allowed a maximum of 10 units, but the total personnel in a district shall not exceed the total quota prescribed by the Department.

(6) Composition of units:

- (a) *NCR district commander's staff unit* (1 per district).—The complement of the NCR district commander's staff unit is 8 officers and 8 enlisted men of classes, grades, and ratings as specified from time to time by the Bureau of Naval Personnel.
- (b) *NCR section commander's staff unit* (maximum 10 per district).—The complement of the NCR section commander's staff unit is 5 officers and 7 enlisted men of classes, grades, and ratings as specified from time to time by the Bureau of Naval Personnel.
- (c) *NCR radio unit* (maximum 10 per section).—The complement of the NCR radio unit is 4 officers and 27 enlisted men of classes, grades, and ratings as specified from time to time by the Bureau of Naval Personnel.
- (d) *NCR communication unit*.—The complement of the NCR communication unit is that of a radio unit plus 1 officer and 6 men for visual communication duties.
- (e) The above complements constitute standard units. Commandants may permit variations in the complements of the above units depending on the local procurement conditions.
- (f) For purposes of administration, officers of classes C-V(L) and C-V(X) residing in or assigned to the District, but not actively associated with Communication or Radio Units, should be added to the Naval Communication Reserve District Commander's staff unit.

H-1309. MEDICAL SPECIALISTS UNITS.

(1) Medical Specialists Units shall be composed of Naval Reserve medical officers, qualified as specialists, who, in time of war or national emergency, may be assigned to hospital ships, station ships, base and naval hospitals, as staff thereof, or to augment the regular Navy Medical Corp staff.

(2) Each Medical Specialists Unit shall be composed of eight (8) medical officers and one (1) dental officer of the Volunteer Reserve (special service). Units assigned neuro-surgical duties shall include two (2) or three (3) additional medical officers, qualified in this specialty. In addition, when these units are called into active service, six (6) nurses of the Naval Reserve Nurse Corps shall be assigned to each unit when their services are required. Two (2) additional nurses shall be assigned if the unit is assigned neuro-surgical duties. Officers for these units shall be appointed as provided in section 3, and chapter 2 hereof and nurses in accordance with the provisions of section 4, chapter 11 hereof.

(3) Medical Specialists Units shall be composed of one (1) each of the following specialists, one of whom will be assigned as "organizer:—"

- (a) Surgeon.
- (b) Opthal-oto-laryngologist.
- (c) Urologist.
- (d) Psychiatrist.
- (e) Internist.
- (f) Roentgenologist.
- (g) Clinical Pathologist.
- (h) Orthopedist.
- (i) Dentist.

(For units assigned neuro-surgical duties, two (2) or three (3) neuro-surgeons.)

(4) The establishment and disbandment of units shall be governed by the provisions of article H-1407(2).

(5) The officer personnel of Medical Specialists Units will be assigned by the district commandant or by the Chief of the Bureau of Medicine and Surgery, from Naval Reserve officers within the mobilization and procurement quotas allocated by the Bureau of Naval Personnel. After due allowance is made for the complete formation of Medical Specialists Units assigned to each district, "alternates" for the various specialists in each unit may be assigned, but will be made a charge against the quota of the district in which the unit is located, and not to the activity controlling the mobilization assignment of the unit, provided the district quota of these officers is not exceeded. These "alternates" should be younger medical and dental officers qualified in their specialty. However, the "alternates" as a general rule, will not be called for service with the units unless circumstances prevent the principals from serving. In time of national emergency and provided their services are not required with the units, these "alternates" may be assigned to mobilization stations as unassigned medical and dental specialists.

H-1310. LABORATORY RESEARCH UNITS.

(1) Laboratory Research Units are intended to provide groups of qualified laboratory research workers which in time of war or national emergency will be assigned to hospital ships, base hospitals, or to other medical-department activities to prosecute laboratory research work as required.

(2) Each Laboratory Research Unit shall be composed of medical officers of class MC-V(S) and the required number of officers of class H-V(S) contained within the authorized national mobilization and procurement quotas for such officers, and pharmacists' mates of class V-6 considered necessary to accomplish the particular research problems to which the unit may be assigned.

(3) The establishment and disbandment of such Units shall be governed by the provisions of article H-1407 (2) hereof.

H-1311. ORGANIZATION OF MERCHANT MARINE RESERVE.

(1) The Bureau of Naval Personnel may authorize the formation of Merchant Marine Reserve units composed of officers and men of the Merchant Marine Reserve.

(2) The number of such units and their composition will be specified by the Bureau of Naval Personnel.

(3) Except as provided for in this article, the Merchant Marine Reserve is unorganized.

H-1312. NAVAL INTELLIGENCE RESERVE.

(1) The Naval Intelligence Reserve will consist of officers of class I-V (S) and such enlisted men as may be assigned thereto, in accordance with such instructions as may be issued from time to time, organized by zones and subzones established by commandants of the naval districts for purposes of instruction and training in accordance with the policy and authority of the Chief of Naval Personnel and the Chief of Naval Operations.

(2) The administrative unit for instruction and training is the zone. The subunit of training and instruction is the subzone. Zones and subzones are administered through officers appointed by the District Commandant.

(3) Full advantage should be taken by District Commandants of the many regular officers detailed to various duties at many distant localities, whose interest and responsibilities in intelligence in general provide excellent liaison and advice for Reserve Intelligence personnel.

H-1313. BANDS.—Where authorized by the Bureau of Naval Personnel a band may be organized for association with a battalion or squadron of the Organized

Reserve. The membership of such band shall be confined to men of classes V-1 and V-2. Instruments or music will not be furnished by the Bureau.

Section 4. ADMINISTRATION

H-1401. ADMINISTRATION WHILE PERFORMING ACTIVE DUTY.—Officers and men of the Naval Reserve, except as otherwise provided herein, or in accordance with such instructions as may be issued by the Bureau of Naval Personnel, while performing active duty will be governed in the same manner in all respects as are officers and men of the Regular Navy.

H-1402. ADMINISTRATION WHILE ON INACTIVE DUTY.

(1) While on inactive duty, members of the Fleet Reserve will be governed in the manner prescribed in chapter 9 hereof.

(2) While on inactive duty members of the Organized Reserve, Volunteer Reserve, and Merchant Marine Reserve will be governed in the manner prescribed in chapters 1 to 8, inclusive, hereof.

H-1403. ADMINISTRATIVE DUTIES OF COMMANDING OFFICERS OF NAVAL RESERVE ORGANIZATIONS.

(1) Each Naval Reserve organization will be administered by its commanding officer in accordance with the instructions of the District Commandant and the rules and regulations set forth herein, and in other departmental publications and orders.

(2) The administrative functions of the commanding officer include matters with respect to discipline, preservation of equipment, pay, clothing accounts, reports, returns, and the keeping of records of the organization.

H-1404. ADMINISTRATIVE DUTIES OF COMMANDANTS OF NAVAL DISTRICTS.

(1) The Commandants of the several Naval Districts under the supervision of the various bureaus and offices concerned are charged with the procurement, administration, training, and readiness for war of the Naval Reserve under their jurisdiction and for the maintenance, operation, and repair of material assigned for this purpose, including armories, aviation bases, and floating equipment. To assist him in these duties, the Commandant may appoint officers of the Naval Reserve, including those in both active, and inactive-duty status to duty on his staff. Such officers will be considered as in the same status as other officers of the Commandant's staff but need not necessarily reside in the vicinity of district headquarters. These officers will not be attached to or associated with divisions, battalions, or squadrons of the Organized Reserve, nor with organizations of the Volunteer Reserve. Unless otherwise indicated in paragraphs (4) and (5) hereof, naval reservists are under the jurisdiction of the Commandant of the naval district in which they maintain their official residences, except that for purposes of mobilization they are under the district or activity which controls their mobilization assignment (Art. H-4301).

(2) *Director of Naval Reserve.*—When practicable and warranted, the Bureau of Naval Personnel will assign to duty at each Naval District Headquarters an officer of the active list of the Regular Navy of the rank of commander or captain as director of Naval Reserve of such district. As a member of the Commandant's Headquarters' Staff, this officer, under the direction and supervision of the Commandant, will administer the Naval Reserve, performing by direction such of the duties enumerated in paragraph (1) above as the Commandant may delegate to him. In performing his duties, the director of Naval Reserve must keep in close touch with the work of other members of the Headquarters' Staff, especially the personnel officer, intelligence officer, communication officer, and war plans officer, in order that all matters affecting the Naval Reserve may be properly coordinated. The purpose in centralizing Naval Reserve mat-

ters in the hands of a senior officer of the active list of the Regular Navy is to facilitate their receiving the attention their importance warrants. Assignment as director of Naval Reserve does not necessarily preclude assignment to other duties, as for example, personnel officer, but does impose full responsibility, subject to the Commandant's action, for the Naval Reserve. In time of war or national emergency it may be necessary to order retired officers in lieu of active officers as directors of Naval Reserve or as inspector-instructors or instructors referred to herein. Directors of Naval Reserve are assisted in their duties of training the Naval Reserve by inspector-instructors and instructors whose duties are set forth in chapter 5, part H, of the Bureau of Naval Personnel Manual.

(3) *Assistant to the Director of Naval Reserve.*—A Naval Reserve officer will be ordered to duty at district headquarters as an assistant to the director of Naval Reserve in districts where the work load warrants such assignment. This officer will perform such duties in connection with the Naval Reserve as may be assigned him. An important function of this officer is to provide the continuity in Naval Reserve administrative policies and contacts necessary for the efficiency of the Naval Reserve, despite comparatively frequent changes in officers ordered as directors of Naval Reserve.

(4) Members of all classes of the Naval Reserve residing in the District of Columbia, Prince Georges, Montgomery, St. Marys, and Charles Counties, Maryland, and Arlington, Fairfax, Stafford, King George, Westmoreland, and Prince William Counties, Virginia, and the city of Alexandria, Virginia, are under the jurisdiction of the Commandant, Navy Yard, Washington, D. C., who is charged with the same duties and responsibilities with relation thereto as are the Commandants of naval districts.

(5) Reservists and retired men residing in United States possessions not included within limits of naval districts will be under the supervision of Commandants of naval stations, as follows:

(a) Those residing in Samoa, under the Commandant, Naval Station, Tutuila.

(b) Those residing in Guam, under the Commandant, Naval Station, Guam.

(6) Reservists and retired men residing in the West Indies outside the limits of the Tenth Naval District will be under the supervision of Commandants as follows:

(a) The Commandant, U. S. Naval Station, Guantanamo Bay, Cuba; Those residing within the U. S. Naval Reservation, Guantanamo Bay, Cuba, or employed at the U. S. Naval Station, Guantanamo Bay, Cuba, and residing in the vicinity thereof.

(b) The Commandant, Tenth Naval District: Those not covered by subparagraph (a) above.

(7) Reservists and retired men residing permanently or for periods in excess of 6 months in Asiatic countries will be under the jurisdiction of the Commandant, Sixteenth Naval District.

(8) Reservists and retired men residing in the Republic of Panama will be under the jurisdiction of the Commandant, Fifteenth Naval District.

H-1405. ADMINISTRATIVE DUTIES OF THE BUREAU OF NAVAL PERSONNEL.—The Bureau of Naval Personnel is charged with the procurement, education, training, discipline, and distribution of officers and men of the Naval Reserve and with their organization, administration, and mobilization. Accordingly, the principal duties of the Bureau of Naval Personnel may be enumerated as follows:

(a) Determines the number of officers and men required from year to year in the various classes of the Naval Reserve to meet the needs

of the Navy and their apportionment among the various naval districts for purposes of procurement, administration, and training, within appropriations available for these purposes.

- (b) Prescribes the details of instruction, training, and other activities of the various units and individuals of the Naval Reserve both ashore and afloat.
- (c) Supervises the appointment of officers and the enlistment and reenlistment of men in the Naval Reserve, and the transfers of officers and men from the Regular Navy to the Naval Reserve.
- (d) Supervises discharges and retirements.
- (e) Supervises the promotions of officers and men of the Naval Reserve.
- (f) Supervises the transfer of reservists from one class to another of the Naval Reserve.
- (g) Supervises the ordering of reservists to and from active or training duty.
- (h) Keeps the individual records of officers and men.
- (i) Maintains statistics and records of the drilling and training activities of the various organized units and of the various classes within the various naval districts.
- (j) Supervises the annual selection of enlisted men of the Naval Reserve for appointment as midshipmen to the Naval Academy.
- (k) Supervises the procurement of armories, aviation bases, and equipment for shore instruction.
- (l) Supervises the assignment of shipkeepers for vessels assigned to training the Naval Reserve and determines the number to be so assigned; also the number and assignment of reservists for active duty in connection with the other reserve activities.
- (m) Is directly responsible for expenditures under the Naval Reserve appropriation. Determines the amount of money required from year to year for the Naval Reserve and prepares and presents the Naval Reserve budget.
- (n) Determines, and, insofar as practicable, carries into execution the measures that are necessary in time of peace to insure that the personnel of the Merchant Marine shall be of maximum service to the country in time of war.
- (o) Carries out, insofar as permitted by the funds and personnel available, the policies relating to the Naval Reserve, and apportions the funds and distributes the personnel accordingly.

H-1406. QUOTAS OF OFFICERS AND MEN.—The Bureau of Naval Personnel will publish quotas of officers and men of the Naval Reserve from time to time with designations and for purposes as indicated hereinafter:

(a) The *mobilization quota* for a naval district or for some other activity, such as an office or a bureau of the Navy Department, is the number of officers and the number of enlisted men in each class of the Naval Reserve required to fill such district's or activity's mobilization needs, or such part thereof as policies with respect to the Naval Reserve may currently require filled.

(b) *Procurement quotas:*

- (1) **Organized Reserve and Volunteer Reserve (General Service):** The procurement quota for the Organized Reserve and the Volunteer Reserve (General Service) is the number of officers and the number of men in each class which a naval district is required to procure and maintain on its rolls for mobilization purposes both within and without the district.

(2) Volunteer Reserve (Special Service):

(a) The procurement quota for the Volunteer Reserve (Special Service) is the number of officers in each class which a naval district is required to procure. Except as indicated in article H-5804 (2) and in subparagraphs (b) and (c) hereof, the procurement and mobilization quotas for the Volunteer Reserve (Special Service) shall be identical, unless specifically directed otherwise by the Bureau of Naval Personnel.

(b) Officers of the Volunteer Reserve (Special Service) whose mobilization assignment is controlled by a District Commandant are a charge against such district's procurement quota even though they may have been appointed from another district, or may have their official residence in another district. A change in such an officer's mobilization assignment to or from a district therefore entails a corresponding correction in the charge against the procurement quotas of the respective districts.

(c) Officers of the Volunteer Reserve (Special Service), who are designated by the Bureau of Naval Personnel to fill the mobilization requirements of an office or bureau of the Navy Department and activities which are administered directly by them, will not be charged against the procurement quota of the district from which appointed.

(3) Merchant Marine Reserve: Procurement in the Merchant Marine Reserve is not limited by a quota.

(c) *Allowed quota, Organized Reserve*, is the number of officers and men in each of the classes of the Organized Reserve (required to perform weekly drills and 14 days' annual training duty with pay), not including officers of this class on active duty, which the Commandant is authorized to maintain on the rolls.

(d) *Training quota*, is the number of officers and men of the various classes of the Volunteer Reserve and Merchant Marine Reserve to whom the Commandant is authorized to give 2 weeks' training duty with pay.

H-1407. ESTABLISHMENT OF ORGANIZATIONS.

(1) No battalion, division, or squadron of the Naval Reserve shall be established or abolished without the authority of the Chief of Naval Operations and the Secretary of the Navy; nor shall the number of battalions, divisions, or squadrons in any location be increased or decreased without such authority.

(2) Organizations of the Volunteer Reserve other than sections and units of the Naval Communication Reserve shall be established or abolished by District Commandants in accordance with instructions issued by the Chief of the Bureau of Naval Personnel. In issuing such instructions, due consideration will be given to the recommendations of the Bureau or Office of the Navy Department having cognizance of the specialty for which the unit is maintained.

(3) No section or unit of the Naval Communication Reserve shall be established or abolished without the authority of the Chief of Naval Operations; nor shall the number of such sections or units in any location be increased or decreased without such authority.

H-1408. NAVAL RESERVE FLAG FOR MERCHANT VESSELS.

(1) A suitable flag or pennant has been prescribed by the Secretary of the Navy, which may be flown from the mainmasthead as an emblem of the Merchant Marine Reserve on seagoing vessels documented under the laws of the United States under a warrant issued for each such vessel by the Secretary of the Navy.

(2) In order to be eligible for such warrant, the vessel must first have

been determined by the Chief of Naval Operations as suitable for service as a naval auxiliary in time of war so designated by the Secretary of the Navy and the master or commanding officer and not less than 50 per centum of the other licensed officers must be members of the Navy or the Naval Reserve.

(3) Such flag or pennant shall not be flown in lieu of the National Ensign.

(4) When any vessel which has been authorized to fly the Merchant Marine flag is for any reason no longer eligible to fly same, the warrant of authorization shall be returned to the Chief of Naval Personnel for cancellation.

H-1409. NAVAL RESERVE YACHT PENNANT.

(1) A suitable pennant has been prescribed by the Secretary of the Navy, which may be flown as an emblem of the Naval Reserve from the foremast-head on yachts and similar vessels documented under the laws of the United States, under a warrant issued for each such yacht or similar vessel by the Secretary of the Navy.

(2) In order to be eligible for such warrant, the yacht or similar vessel must first have been determined by the Chief of Naval Operations as suitable for service as a naval auxiliary in time of war, and so designated by the Secretary of the Navy, and the master or owner must be an officer of the Navy or the Naval Reserve.

(3) Such pennant shall not be flown in lieu of the National (or yacht) Ensign.

(4) When any yacht which has been authorized to fly the Naval Reserve yacht pennant is for any reason no longer eligible to fly same, the certificate of authorization shall be returned to the Chief of Naval Personnel for cancellation.

H-1410. ACCOUNTABILITY FOR FUNDS.—Any officer or man who by virtue of his position in the Naval Reserve obtains and handles any funds intended for or belonging to any Naval Reserve organization or individual thereof shall account for the receipt and expenditure of such funds. Accounts are required for funds such as those received from private sources or from the proceeds of social functions given for the benefit of Naval Reserve organizations or as a result of assessments or contributions by members of the organization, etc. The commanding officer of the Naval Reserve organization in receipt of funds of this nature will cause an audit of the funds to be made quarterly by a board appointed by him. This board will consist of at least two officers. The audit shall contain a certificate that the cash, as shown on hand, has been counted and verified by the auditing board. Any shortage of funds shall be reported immediately by the commanding officer of the Naval Reserve organization to the Commandant of the naval district. These accounts and the audits thereof will then be made a part of the record of the Naval Reserve organization. A report of each audit and of the state of the account will be made to the Commandant of the naval district by the commanding officer within 10 days after completion of the audit.

H-1411. SHIPKEEPERS, NUMBER ALLOWED.

(1) At the beginning of each fiscal year an allotment of funds under the Naval Reserve appropriation will be made to each naval district to cover the active-duty pay and allowances required for duty as shipkeepers. The term "shipkeepers" as herein used applies to all enlisted Reservists on active duty, with pay, during peacetime, other than training duty, whether employed afloat or ashore. Within his allotment for this purpose, the Commandant will issue the necessary orders to enlisted Reservists selected for this duty, in accordance with article H-1705.

(2) The Commandants of naval districts may, within their allotments for this purpose, authorize subsistence allowances or quarters allowances or both for enlisted shipkeepers other than those of the Fleet Reserve, in accordance with the provisions of part D, chapter 10, Bureau of Naval Personnel Manual. New authorization will be required in each case upon reenlistment, extension of enlistment, or change of duty, and a copy forwarded to the Bureau of Naval Personnel.

(3) In addition to the foregoing a specified number of enlisted men of the Fleet Reserve for duty as shipkeepers will be allowed for each naval district, whom the Commandant may place on active duty for this purpose. Requests for payment of subsistence or quarters allowances for these shall be submitted to the Bureau for action, the same as for men of the Regular Navy.

(4) Shipkeepers are to be subsisted in general mess either afloat or ashore when practicable. They shall be furnished quarters either afloat or ashore whenever such quarters are available for them.

Section 5. PRECEDENCE

H-1501. PRECEDENCE, LINE AND STAFF.—Line officers of the Naval Reserve take precedence with line officers of the Regular Navy, and staff officers with staff officers of the Regular Navy of the same corps.

H-1502. PRECEDENCE OF OFFICERS ON INACTIVE DUTY.—Except while performing active duty, other than training duty, commissioned and warrant officers of the Naval Reserve of the same rank or grade will take precedence among themselves according to date of commission or warrant; and with respect to officers of the Regular Navy next after the junior of their own rank or grade. Officers of the same date of commission or warrant shall take precedence according to the order in which their names appear on the official Naval Reserve Register as kept in the Navy Department.

H-1503. PRECEDENCE OF OFFICERS ON ACTIVE DUTY DURING PEACE-TIME.—During peacetime, each officer of the Naval Reserve who reports for active duty other than training duty, on or after July 1, 1938, shall take precedence next after that officer of the Regular Navy of the same rank or grade whose length of service in such rank or grade on the date the active duty began is one-half or the nearest one-half of that of the Reserve officer. In the event the date an officer last reported for active duty should be prior to July 1, 1938, for purposes of precedence he will be considered as having reported for active duty on that date. Thereafter, officers of the Naval Reserve who are advanced to higher grades while performing active duty other than training duty shall, during the continuance of such duty, take precedence among themselves and with other officers of the Navy in accordance with date of such advancement or promotion.

H-1504. PRECEDENCE OF OFFICERS ON ACTIVE DUTY DURING WAR OR NATIONAL EMERGENCY.

(1) When mobilized with the Regular Navy for war or a national emergency, each officer of the Naval Reserve shall take precedence next after that officer of the Regular Navy of the same rank or grade whose length of service in such rank or grade on the date of the declaration of such national emergency or war is one-half or the nearest one-half of that of the Reserve officer.

(2) In the event the date a Naval Reserve officer last reported for active duty should be prior to the date upon which such war or national emergency was declared or proclaimed by proper authority, he will be considered as having reported on the later date.

(3) A Naval Reserve officer appointed after the declaration of the war or national emergency shall take precedence, upon reporting for active duty, next after the officer of the Navy of the same rank or grade whose length of service in such grade or rank on the date the Reserve officer reports for active duty, is one-half or the nearest one-half of that of the Reserve officer.

(4) When mobilized with the Regular Navy for war or a national emergency, Naval Reserve officers who are advanced to higher grades or ranks subsequent to reporting for active duty, shall during the continuance of such active duty, take precedence among themselves and with other officers of the Navy in accordance with the dates of such advancement or promotion.

H-1505. DETAILS OF COMPUTING PRECEDENCE.

(1) In the event the computation of one-half of the Reserve officer's service in grade on date of mobilization as provided for in articles H-1503 and H-1504 gives him a date of precedence identical with the date of rank of an officer or a group of officers of the Regular Navy of the line or staff corps of which he is a member, the Reserve officer takes precedence next after the junior officer of the line or staff corps of the Regular Navy, having the same date of rank. If the computation results in a date of precedence for the Reserve officer between the dates of rank of two officers or two groups of officers of the Regular Navy, the following rules shall apply:

(a) If the date for the Reserve officer is exactly midway between two officers or two groups of Regular Navy officers, or above that point, the Reserve officer shall take precedence next after the junior officer immediately preceding.

(b) If the date for the Reserve officer is below the midway point between two officers or two groups of Regular Navy officers, the Reserve officer shall take precedence next after the senior officer next following.

(2) In case there is no officer of the same rank or grade and corps in the Regular Navy senior in date of rank to the date of precedence of the Reserve officer on mobilization, the Reserve officer shall take precedence next after the senior officer of the Navy in his grade.

H-1506. RELATIVE PRECEDENCE OF OFFICERS BELOW GRADE OF ENSIGN.—The relative precedence of ensigns, commissioned warrant officers, midshipmen, cadets, Merchant Marine Reserve, and warrant officers, is as follows:

(a) Ensigns, U. S. Navy and U. S. Naval Reserve.

(b) Commissioned warrant officers, U. S. Navy and U. S. Naval Reserve.

(c) Midshipmen, U. S. Navy.

(d) Midshipmen, U. S. Naval Reserve.

(e) Cadets, Merchant Marine Reserve.

(f) Warrant officers, U. S. Navy and U. S. Naval Reserve.

H-1507. PRECEDENCE IN PARADES.—In parades of forces which include United States troops, the order of precedence will be as follows:

(a) Cadets, U. S. Military Academy.

(b) Midshipmen, U. S. Naval Academy.

(c) Cadets, U. S. Coast Guard.

(d) Regular Army.

(e) U. S. Marines.

(f) U. S. Navy.

(g) U. S. Coast Guard.

(h) National Guard organizations which have been federally recognized.

(i) Marine Corps Reserve.

(j) Naval Reserve.

- (k) Other organizations of the Organized Reserve, National Guard, Naval Militia, Reserve Officers Training Corps, and other training units in the order prescribed by the Grand Marshal of the parade.
- (l) Veterans and other patriotic organizations in the order prescribed by the Grand Marshal of the parade.

H-1508. DATE OF RANK OF FORMER OFFICERS OF NAVY OR COAST GUARD APPOINTED IN NAVAL RESERVE.

(1) Former officers of the Navy or Coast Guard who are appointed in the Naval Reserve in the same grades or ranks held in the Regular Navy or Coast Guard as a result of application therefor made within 1 year from date of resignation from the Navy or Coast Guard, shall be given the same dates of rank in their Naval Reserve commissions as held by them in the Navy or Coast Guard.

(2) A former officer of the Regular Navy or Coast Guard appointed in the Naval Reserve in a lower rank or grade than that last held by him in the Navy or Coast Guard, under the provisions of chapter 2, part H, Bureau of Naval Personnel Manual, whose application therefor was made within 1 year of separation from the Navy or Coast Guard, shall be given a date of rank in his Naval Reserve commission as of the date previously held by him in the corresponding rank or grade in the Regular Navy or Coast Guard.

(3) A former officer of the Regular Navy or Coast Guard appointed in the Naval Reserve as the result of application made more than 1 year from date of separation from the Navy or Coast Guard, will be given a date of rank in his Naval Reserve commission as of the date of application therefor.

Section 6. PHYSICAL EXAMINATIONS AND STANDARDS

H-1601. PHYSICAL EXAMINATIONS OF OFFICERS—WHEN REQUIRED.

(1) A candidate for appointment as an officer is required to take a physical examination.

(2) Naval Reserve officers are required to take physical examinations for—

(a) Promotion. The candidate must be found physically qualified or have defects waived, prior to commencement of the professional examination.

(b) Active duty or training duty and release therefrom. Except as provided for repeated periods of training or other duty, and short periods of group training, a Naval Reserve officer is required to take a physical examination prior to or upon reporting for active duty or training duty with or without pay, and to be found physically qualified to perform active duty appropriate to his grade and class. Prior to detachment from ship or station for release from active duty or training duty, he shall be given a physical examination to determine whether or not his health has been adversely affected by such active duty or training duty, and appropriate entries shall be made in his health record. The physical examination prior to reporting for active duty or training duty shall be reported on Bureau of Medicine and Surgery Form Y in triplicate. The Form Y will be retained with the officer's health record and the result of the physical examination given upon completion of active duty or training duty entered by endorsement thereon.

(c) Quadrennially, as indicated in article H-1602.

(d) For duty involving flying in actual control of aircraft. A candidate for appointment, promotion, active duty or training duty involving actual flying of aircraft, must be examined and found to be

physically and psychologically qualified to serve as a pilot of naval aircraft.

- (e) Special examinations as directed. Special examinations and examinations by boards of medical survey may be ordered as required or at the request of a Reserve officer, to determine his physical fitness for retention, retirement or discharge, or other disposition.

(3) Officers on active duty shall report for physical examination annually in accordance with requirements for officers of the Regular Navy.

H-1602. QUADRENNIAL PHYSICAL EXAMINATIONS OF OFFICERS.

(1) All officers of the Naval Reserve shall be examined physically in the manner prescribed in article H-1603 once every 4 years, or oftener, as may be deemed necessary, and if upon such examination they are found not physically qualified for active service, they shall be honorably discharged, or, within the discretion of the Secretary of the Navy, placed on the honorary retired list. In determining an officer's qualifications for active service, due consideration shall be given to the character of the duty to be assigned him in the event of war or national emergency.

(2) A physical examination for any purpose covered by article H-1601 will be deemed sufficient to fulfill the requirements of this article, if properly reported on Bureau of Medicine and Surgery form Y; or in the case of officers of classes A-O, A-V (G), A-V (N), and A-V (T), upon Form NMS Aviation No. 1, accompanied in either case by a fingerprint record, B. N. P. 680.

(3) Subject to the provisions of article H-1607 (4), in case an officer is found not physically qualified upon examination for any purpose by one medical officer, or if upon review of the physical examination by the Bureau of Medicine and Surgery he is found not physically qualified, the report of physical examination shall be referred to a special board of medical officers convened in the Bureau of Medicine and Surgery for consideration and recommendation as to retention in the class of the Naval Reserve to which assigned.

(4) Physical defects considered not to be sufficiently serious to disqualify an officer from the performance of the duties of his rank, corps, and classification, may be waived by the Bureau of Naval Personnel. For 4 years thereafter, additional waivers for the same disability will not be required for the performance of active or training duty or release therefrom, provided the degree thereof has not materially increased.

(5) Commandants shall notify all officers of the Naval Reserve in their districts at least 60 days in advance of the dates on which they are due for physical examination. If after being so notified an officer has not appeared for examination, or submitted a satisfactory excuse to do so within 30 days after the date on which he became due for examination, the Commandant shall submit a report to the Bureau of Naval Personnel in order that the officer concerned may be discharged from the Naval Reserve.

H-1603. PHYSICAL EXAMINATION OF OFFICERS—BY WHOM CONDUCTED

(1) Physical examinations of Naval Reserve officers for promotion and physical examinations of candidates for appointment as Naval Reserve officers shall, if practicable, be conducted by statutory boards of medical officers composed of medical officers of the regular Navy or Naval Reserve or of both. If impractical to assemble a statutory medical board without incurring mileage or other expense, the physical examination may be conducted by one medical officer of the regular Navy or of the Naval Reserve. Reports of such examination shall be reviewed by a statutory board¹ of medical officers convened in the

¹ Review by statutory board suspended for duration of war.

Bureau of Medicine and Surgery, together with the medical history of the candidate on file in the Department.

(2) Physical examinations of officers for active duty or training duty and release therefrom and quadrennial physical examinations shall be conducted by a medical officer of the regular Navy or Naval Reserve, if available. If a medical officer of the regular Navy or Naval Reserve is not available without incurring mileage or other expense, quadrennial physical examinations may be conducted by Army or Army Reserve medical officers, medical officers of the Public Health Service or of the Veterans' Administration or, in special cases, by a reputable physician. Reports of such examination shall be reviewed by the Bureau of Medicine and Surgery together with the medical history of the officer on file in the Department.

(3) Those medical officers of the Navy, Naval Reserve, Army, and Army Reserve who are qualified to conduct physical examinations for flying are hereby designated as the agencies to conduct these examinations in accordance with the existing instruction of the Bureau of Medicine and Surgery. Reports of such examinations shall be accepted for appointments and promotions without an additional report on Bureau of Medicine and Surgery Form Y.

H-1604. PHYSICAL EXAMINATIONS—ENLISTED MEN.

(1) Candidates for enlistment or reenlistment in the Naval Reserve shall be examined physically by a medical officer of the Navy or Naval Reserve. If a medical officer of the Navy or Naval Reserve is not available without incurring expense to the Government, such examinations may be conducted by Army or Army Reserve medical officers, medical officers of the Public Health Service or of the Veterans' Administration, if agreeable to such officers upon authorization by the Commandant in each case.

(2) Except as provided for repeated periods of training or other duty and short periods of group training, an enlisted man is required to be examined physically by a medical officer of the Navy or Naval Reserve prior to or upon reporting for active duty or training duty, with or without pay, and to be found physically qualified to perform active duty. Prior to detachment from ship or station for release from active duty or training duty, he shall be given a physical examination to determine whether or not his health has been adversely affected by such duty or training duty. Appropriate entries of such examinations shall be made in his health record.

H-1605. PHYSICAL EXAMINATION FOR REPEATED PERIODS OF TRAINING AND GROUP TRAINING.

(1) Members of the Naval Reserve ordered or authorized to perform repeated periods of training duty or other duty, or periods of group training will not be required to take a physical examination prior to each period of duty, nor upon completion thereof, except in case of injury, sickness, or disease, provided that officers authorized to perform duty involving actual control of aircraft shall have passed a satisfactory flight physical examination within 6 months immediately preceding any period of duty.

(2) In case of injury, sickness, or disease incurred by any member of the Naval Reserve performing such duty, appropriate entries shall be made in his health record, and on his orders and required reports submitted.

H-1606. PHYSICAL STANDARDS.—The physical standards prescribed for the Naval Reserve are the same as those prescribed for the regular Navy, with due consideration, however, for age in grade and the character of duty to be assigned in the event of war or a national emergency.

H-1607. REPORTS AND RECORDS OF PHYSICAL EXAMINATIONS.

(1) The result of every physical examination shall be entered in the Reservist's health record and will become a part of his medical history.

(2) The results of all physical examinations of officers, other than those for duty involving flying in actual control of aircraft, shall be reported on Bureau of Medicine and Surgery Form Y, sufficient copies being prepared for district records, the original and one copy being forwarded to the Bureau of Medicine and Surgery.

(3) The results of examinations for appointments or duty involving flying in actual control of aircraft shall be reported on Bureau of Medicine and Surgery Form N. M. S. Aviation 1, sufficient copies being prepared for district records, the original and one copy being forwarded to the Bureau of Medicine and Surgery.

(4) The results of quadrennial physical examinations of officers shall be reported on Bureau of Medicine and Surgery Form Y or N. M. S. Aviation No. 1, as the case may be, accompanied by fingerprint record, B. N. P. 680.

(5) Reports of physical examinations for promotion of officers of the Organized Reserve and Volunteer Reserve (general service) when conducted by statutory medical examining boards shall accompany the proceedings of the professional examination, which shall be forwarded in accordance with article H-3603.

(6) Reports of all physical examinations for appointment to all classes, and for promotion in the Volunteer Reserve (Special Service), and Merchant Marine Reserve, shall accompany the candidate's application.

(7) The reports of Statutory Medical examining boards shall be made on Bureau of Medicine and Surgery form Y or N. M. S. Aviation 1, as the case may be. No other papers will be required. The Form Y or N. M. S. Aviation 1 should clearly indicate the purposes of the examination at the top of the form, and a notation should appear under the signatures of the medical officers, indicating that they are members of a statutory board.

(8) If an officer is found not physically qualified, the report of the Board of Medical officers shall be forwarded to the Bureau of Medicine and Surgery via the Commandant of his naval district, who shall make appropriate recommendation as to retention, waiver, discharge, or transfer to the honorary retired list or to another class.

Section 7. ORDERS TO ACTIVE AND TRAINING DUTY

H-1701. INDIVIDUAL ORDERS TO OFFICERS FOR TRAINING DUTY.

(1) Where no flight duty is involved, orders to officers for training duty with pay and allowances including mileage may be issued by the Commandants of the naval districts within the training quotas prescribed by the Bureau of Naval Personnel. Orders to training duty involving flying with pay will be issued by the Bureau of Naval Personnel. In submitting requests to the Bureau of Naval Personnel for training duty, the Commandant shall furnish file number of each officer, his rank, class, home address, and statement as to whether mileage is required and estimate of mileage involved. In the absence of information as to mileage, the orders issued by the Bureau of Naval Personnel will be authorization not involving expense to the Government for travel.

(2) Orders to perform training duty without pay or allowances, including duty involving flying for officers holding designations as naval aviators or letters of authority to solo naval aircraft may be issued by Commandants of naval districts, or under their direction by the commanding officer of the vessel or aviation base at which the duty is to be performed or by the senior officer present of any Naval Force.

(3) Orders to perform repeated periods of training duty between specified dates without pay or allowances including duty involving flying for officers holding designations as naval aviators or letters of authority to solo naval aircraft may be issued by Commandants of naval districts. Such orders should require that the dates of reporting for and detachment from each period of training duty be indicated by an endorsement.

(4) Upon completion of the period or periods of training duty as covered in the orders, a copy of such orders with all endorsements shall be forwarded to the Bureau of Naval Personnel. Upon completion of training duty with pay, in the cases of officers entitled to remuneration for drills, equivalent instruction or duty, appropriate duties, or compensation for command, a copy of the orders with all endorsements shall be forwarded to the Bureau of Supplies and Accounts (Retainer Pay Section).

H-1702. INDIVIDUAL ORDERS TO ENLISTED MEN FOR TRAINING DUTY.

(1) Orders to enlisted men for training duty with pay and allowances including transportation to and from such duty, may be issued by the Commandants of naval districts within the training quotas prescribed by the Bureau of Naval Personnel. Flight orders and revocations thereof, however, will be issued by the commanding officer under whom serving and a copy forwarded to the Bureau of Naval Personnel.

(2) Orders to perform training duty without pay or allowances may be issued by Commandants of naval districts or under their direction, by the commanding officer of the vessel or aviation base at which the duty is to be performed, or by the senior officer present of any Naval Force.

(3) Orders to perform repeated periods of training duty between specified dates without pay or allowances may be issued by the Commandants of naval districts. Such orders should require that the dates of reporting for and detachment from each period of training duty be indicated by endorsement.

(4) Upon completion of the period or periods of training duty as covered in the orders, a copy of such orders with all endorsements shall be forwarded to the Bureau of Naval Personnel. Upon completion of training duty with pay, in the cases of men entitled to remuneration for drills, equivalent instruction or duty, or appropriate duties, a copy of the orders with all endorsements shall be forwarded to the Bureau of Supplies and Accounts (Retainer Pay Division).

H-1703. GROUP ORDERS FOR OFFICERS AND MEN FOR SHORT PERIODS OF TRAINING DUTY.

(1) Short periods of training duty without pay of less than 4 days duration may be ordered to be performed by organizations or groups of Naval Reservists in vessels or at Naval Reserve aviation bases. They must be ordered in advance for the vessel or base and for each individual participating. Such orders may be issued by the District Commandant or under his direction by the commanding officer of the vessel or base at which performed. The orders to the various individuals to perform such duty may be covered in a single set of orders, each individual ordered to perform the duty being named therein, his grade, rank or rating, the class of the Naval Reserve to which he belongs, and the organization, if any, to which he is assigned being shown.

(2) Reservists will be considered as in the status of performing training duty without pay from the time of reporting on board or at the aviation base under the orders issued in accordance with paragraph (1) hereof, until their debarkation or release from duty status at the end of the cruise or until such earlier time as they may have been released from such duty status; except that where the flying of aircraft extends beyond the duty period for the group, those actually engaged in a flight will be considered as in a duty status until completion or return to their station.

(3) Copies of orders for the performance of duty of this character or other reports (other than entries in service records and fitness reports) will not be required by the Bureau of Naval Personnel; but complete records thereof should be maintained by the vessel or aviation base at which performed or by the organization by which performed, or at district headquarters.

H-1704. RELEASE OF OFFICERS AND MEN FROM ACTIVE OR TRAINING DUTY IN TIME OF PEACE.

(1) Except in the cases of Aviation Cadets, and officers of class A-V(N), as provided for in Chapter 10, in time of peace no officer or man shall be ordered to or continued on active or training duty without his own consent. Except as provided for in article H-6103, they shall be released therefrom on the dates stated in their orders or at such time prior thereto as they may request. Their release from such duty shall be accomplished by the agency issuing the orders thereto.

(2) The Secretary of the Navy may release any member of the Naval Reserve from active or training duty at any time.

H-1705. ORDERS TO OFFICERS AND MEN TO ACTIVE DUTY IN TIME OF PEACE.

(1) Orders to Naval Reserve officers who are to be placed on active duty other than training duty during time of peace will be issued by the Bureau of Naval Personnel.

(2) Orders to enlisted men who are to be placed on active duty, other than training duty, during time of peace, will be issued by the Commandant of the naval district to which attached in accordance with quotas for such duty authorized by the Bureau of Naval Personnel. Flight orders and revocations thereof, however, will be issued by the commanding officer under whom serving and a copy forwarded to the Bureau of Naval Personnel.

(3) Before being placed on active duty, officers and men shall be physically qualified therefor in accordance with the provisions of articles H-1601 (2), H-1604 (2), and H-1604 (3).

(4) When so placed on active duty, officers and men will devote their whole time to the duty to which ordered.

H-1706. ORDERS TO OFFICERS TO DUTY AS TECHNICIANS AND SCIENTISTS.

(1) Appropriations made to the various bureaus and offices of the Navy Department for part time or intermittent employment of scientists, technicians, and other personnel in connection with the work of such bureaus and offices shall be available for the active duty pay and allowances of such members of the Naval Reserve as in the discretion of the Secretary of the Navy may be placed on temporary active duty for the purpose of prosecuting such work.

(2) Orders to officers for the performance of the above duty will be issued by the Bureau of Naval Personnel upon the request of the Bureau concerned. Such orders will be issued subject to consent of the Reserve officer to whom issued and will indicate the place at which the duty is to be performed, the dates between which to be performed, the appropriation to be charged, the rate of pay involved, and mileage if any allowed.

H-1707. ORDERS TO OFFICERS AND MEN TO ACTIVE DUTY IN TIME OF WAR.

(1) Any member of the Naval Reserve, including those on the honorary retired list or who may have retired, may be ordered to active duty by the Secretary of the Navy in time of war, or when, in the opinion of the President, a national emergency exists and may be required to perform active duty throughout the war or until the national emergency ceases to exist.

(2) Orders to officers and men for the performance of the above duty will be issued by the Bureau of Naval Personnel or under the Bureau's instructions by the Commandants of naval districts having cognizance or by other designated officers acting under the Bureau's instructions.

(3) When so placed on active duty, it is expected that officers and men will devote their whole time to naval duties and shall not engage in private em-

ployment, except in such cases as may be specifically authorized by the Bureau of Naval Personnel.

H-1708. RELEASE OF OFFICERS AND MEN FROM ACTIVE DUTY IN TIME OF WAR.—In accordance with the provisions of article H-1707 (1) officers and men of the Naval Reserve performing active duty in time of war shall be released therefrom only in accordance with the instructions of the Bureau of Naval Personnel.

H-1709. MOBILIZATION ASSIGNMENTS OF NAVAL RESERVE OFFICERS AND MOBILIZATION OF THE NAVAL RESERVE.

(1) Naval Reserve officers shall be informed as to the agency controlling their mobilization upon appointment and as changes occur. In so far as consistent with the public interest, agencies controlling mobilization assignments shall keep Naval Reserve officers informed as to the nature of their mobilization assignments.

(2) The mobilization of the Naval Reserve, when ordered, will be accomplished in accordance with instructions issued by the Bureau of Naval Personnel in other publications.

H-1710. ENDORSEMENTS ON ORDERS FOR ACTIVE OR TRAINING DUTY.—Orders to active or training duty issued in accordance with articles H-1701 (1) and (2), H-1702 (1) and (2), H-1705, H-1706, and H-1707, shall be endorsed as follows:

- (a) Date and hour of receipt of orders, signed by recipient thereof.
- (b) Date and hour of departure from address indicated in the orders, in the execution thereof, signed by the recipient of the orders.
- (c) Date and findings as result of physical examination, signed by the medical officer conducting the physical examination.
- (d) Place, date, and hour of reporting for duty, signed by the commanding officer of the naval activity to whom the orders require recipient to report or by his direction.
- (e) Date and findings as result of physical examination prior to release from duty, signed by the medical officer conducting the physical examination.
- (f) Place, date, and hour of detachment from duty signed by the commanding officer of the naval activity under whom the duty at time of detachment was being performed, or by his direction.
- (g) Date and hour of return to address indicated in the orders, signed by recipient thereof.

H-1711. PROCEDURE WHEN FOUND PHYSICALLY DISQUALIFIED FOR ACTIVE OR TRAINING DUTY.

(1) Except as indicated in paragraph (2) hereof, the uncompleted portion of orders to active or training duty will be considered as revoked in the event the recipient thereof should be found physically disqualified for the duty indicated therein, unless a waiver of such disabilities should be secured from the Navy Department.

(2) In the event the recipient of the orders has been extended a prior waiver of physical defects, in accordance with article H-1602 (4), the orders to active or training duty shall so state and shall indicate the disabilities for which the waiver was granted. If the disabilities at time of reporting for duty are essentially the same as to character and degree, the prior waiver will continue to be effective, insofar as the execution of the orders is concerned. If the disabilities at time of reporting for duty have increased as to character or degree, the uncompleted portion of the orders to active or training duty will be considered as revoked, unless a further waiver should be secured from the Navy Department.

Section 8. ADDRESSES, OFFICIAL RESIDENCE, RECORDS, CORRESPONDENCE, AND REPORTS

H-1801. OFFICIAL DESIGNATION OF OFFICERS AND MEN.

(1) In official correspondence, orders, etc., where it is important that the class to which they belong, be shown, officers and men shall be designated in the manner indicated in the following examples:

- (a) A lieutenant (junior grade) of class A-O (aviation flight officer of Organized Reserve): Lt. (jg) Paul R. Smith, A-O, U. S. N. R.
- (b) A lieutenant of class E-M (engineer officer of Merchant Marine Reserve): Lt. Robert A. Brown, E-M, U. S. N. R.
- (c) A lieutenant commander of class MC-V(S) (medical officer of Volunteer Reserve, special service): Lt. Comdr. William H. Johnson, MC-V(S), U. S. N. R.
- (d) A chief boatswain of class O (chief warrant officer of Organized Reserve): Chief Boatswain Thomas D. Smith, D-O, U. S. N. R.
- (e) A machinist of class V-G (warrant officer of Volunteer Reserve, general service): Machinist George L. White, E-V (G), U. S. N. R.
- (f) A nurse of Volunteer Reserve, general service: Nurse Mary E. Peters, U. S. N. R.
- (g) An enlisted man of class O-1 (a man enlisted in the Organized Reserve (surface branch) for 4-year period or with extended enlistment): John Henry Jones, 130-50-72, C. B. M., O-1, U. S. N. R.

(2) When it is unimportant that the class to which they belong, be shown officers and men may be designated merely as members of the Naval Reserve, of the line and staff, similarly as for the Regular Navy, in the manner indicated in the following examples:

- (a) Lt. (jg) Paul R. Smith, U. S. N. R.
- (b) Lt. Robert A. Brown, U. S. N. R.
- (c) Lt. Comdr. W. H. Johnson (M. C.), U. S. N. R.
- (d) Machinist George L. White, U. S. N. R.
- (e) Nurse Mary E. Peters, U. S. N. R.
- (f) John Henry Jones, C. B. M., U. S. N. R.

(3) The use of titles for commercial purposes is prohibited.

H-1802. OFFICIAL RESIDENCE.

(1) "Official residence" is defined as the place of permanent residence or home to which a member of the Naval Reserve, if ordered to active duty, would normally expect to be returned, upon release from active duty.

(2) When first appointed or enlisted, officers, cadets, and midshipmen of the Naval Reserve shall inform the Bureau of Naval Personnel via the Commandants of their naval districts, and enlisted men shall inform the Commandants, of the names and official residences of their next of kin. They shall also report in a similar manner any changes in name or residence of next of kin.

(3) Members of the Naval Reserve may change their official residences at will, except that prior approval of the Bureau of Naval Personnel is required to change official residence to a place outside the territorial limits of the United States.

(4) An officer of the Naval Reserve shall report any change of official residence to the Bureau of Naval Personnel via the commanding officer of his organization and the Commandant of the naval district in which his records are carried if not on active duty, or if on active duty, via his commanding officer.

(5) An enlisted man of the Naval Reserve shall report any change of official residence to the Commandant of his district via the commanding officer of his

organization if not on active duty, or if on active duty, via his commanding officer.

Changes of official residence approved by the commanding officer shall, in the cases of enlisted men, be entered in their service records as provided in article H-1807 (6) under "Change in name address, next of kin, etc."

(6) The form shown below should be followed:

12536.

JULY 1, 1942.

From: Lieutenant John H. Jones, D-V(G), U. S. N. R.
501 West 113th St.,
New York, N. Y.

To: The Chief of Naval Personnel.

Via: The Commandant of the THIRD Naval District.

Subject: Change of official residence.

Reference: (a) Bureau of Naval Personnel Manual, Art. H-1802.

1. In compliance with reference (a), I request that my official residence be changed—

From: 501 West 113th St., New York City.

To: The Westminister, 17th and Que Sts. NW., Washington, D. C.

(S.) J. H. JONES.

Distribution:

Original: BuPers.

Copies: Comdt. N. D. (1st to Comdt. of Naval District from which moving, 2nd to Comdt. of Naval District to which moving.)

*Bureau concerned.

My file.

(7) A copy of change of official residence shall be forwarded to the bureau or office having cognizance of the corps or class, i. e., A-O, A-V(G), A-V(S), A-V(T), A-V(P), copy to BuAero; E-V(G), E-V(P), E-V(S), CC-V(S) and CC-V(P) copy to BuShips; MC-O, MC-V(G), MC-V(S), DC-V(G), DC-V(S), HC-V(G), and HC-V(S), H-V(S), and H-V(P), copy to Bu. M. & S.; SC-O, SC-V(G), SC-V(P), and SC-V(S), copy to Bu. S. & A. CEC-V(S), copy to Bu. Y. & D.; O-V(S), copy to BuOrd; C-V(G), C-V(S), C-V(L), C-V(X), and I-V(S), copy to Chief of Naval Operations; L-V(S), copy to J. A. G. No extra copies are required to be forwarded to any other Bureau in the cases of officers of classes D-O, E-O, DE-O, D-V(G), D-V(P), DE-V(G), DE-V(S), D-V(S), ChC-V(G), or CH-V(S).

(8) When the change of official residence reaches the Commandant's office, the district records shall be corrected and any transfer of records necessitated thereby effected. The letter transmitting the records should state the new address of the Reserve officer.

(9) When change of official residence is received in the Bureau of Naval Personnel, the records of the Bureau will be corrected accordingly.

(10) When not on active duty, members of the Naval Reserve shall at all times keep the commandants of their naval districts or if not under the jurisdiction of a naval district, the Bureau of Naval Personnel, informed of any temporary mailing addresses to which a letter or telegram may be delivered to the addressee.

(11) When members of the Naval Reserve are residing outside of the United States for indefinite periods, they must report their addresses to the nearest United States naval attaché and keep him informed of any change therein.

H-1803. MEMBERS OF FLEET RESERVE AND RETIRED ENLISTED MEN TO REPORT CHANGES OF OFFICIAL RESIDENCE TO THE BUREAU OF SUPPLIES AND ACCOUNTS AND COMMANDANT OF DISTRICT.

(1) All members of the Fleet Reserve and Retired Enlisted Men shall notify the Bureau of Supplies and Accounts (Retainer Pay Section) via the Commandant of the naval district, where their records are kept, of changes of official residence to which checks are to be mailed.

(2) Bureau of S. & A. Form 444d will be used for this notice and must be submitted in duplicate signed with the full name of the man, whenever his new address remains in the same naval district, and in triplicate whenever his address is changed to another naval district.

(3) When submitted in duplicate, the original will be forwarded to the Bureau of Supplies and Accounts and the copy retained for the files of the district.

(4) When submitted in triplicate, the original will be forwarded to the Bureau of Supplies and Accounts, one copy furnished the Commandant of the district in which the new address is located and the remaining copy retained in the district of the original residence as a basis for transferring records and for future reference.

(5) Notices given in any other manner will operate to delay the checks until a notice is received in the form and manner herein prescribed.

H-1804. PERMISSION TO LEAVE THE UNITED STATES.

(1) Members of the Naval Reserve not on active duty are required to obtain permission to leave the United States from the Bureau of Naval Personnel in time of war or from the Commandant of their naval district in time of peace, except as indicated below:

(a) Members of the Naval Reserve employed in United States merchant vessels or American owned vessels under friendly foreign registry, or engaged in flying aircraft of commercial air lines of the United States, will not be required to obtain permission to leave the United States while following their professions.

(2) Copies of letters granting permission to members of the Naval Reserve to leave the United States issued by Commandants of naval districts shall be forwarded to the Bureau of Naval Personnel.

(3) Members of the Naval Reserve on active duty will be governed by the same instructions as apply to personnel of the regular Navy.

(4) Requests for permission requiring action by the Bureau of Naval Personnel shall be forwarded via the Commandants of the naval districts and via other bureaus or offices concerned for appropriate recommendation.

(5) When a member of the Naval Reserve is granted permission to leave the United States for travel or residence in a foreign country, such member shall report by letter or in person to the American Naval Attaché, or the Senior Naval Officer in the places visited or in the nearby vicinity.

(6) Upon return to the United States following an absence authorized by the Bureau or Commandant, an officer of the Naval Reserve shall report the date of his return to the Bureau of Naval Personnel via the Commandant, and an enlisted man shall report the date of his return to the Commandant of his Naval District.

H-1805. MERCHANT MARINE RESERVE—CHANGES OF EMPLOYMENT.—

Officers and cadets of the Merchant Marine Reserve not on active duty shall report changes of employment to the Bureau of Naval Personnel via the Commandants of their Naval Districts.

H-1806. PASSPORTS.—Members of the Naval Reserve who leave the United States to visit foreign countries where it is necessary to have passports should forward a copy of their authority to leave the United States to the State Department with their applications for passports.

H-1807. SERVICE RECORDS—PREPARATION OF, ENTRIES IN, AND DISPOSITION OF.

(1) The entries indicated in this article shall be made in the service record, B. N. P. 952. It is important that the detailed instructions given below be carefully studied and complied with and that all information entered be complete and accurate.

(2) The service record shall give the full name, including all Christian names of the man. The service number assigned shall be entered on the top of the cover of the service record. The record must be signed in ink by the commanding officer quarterly, and upon transfer, discharge, desertion, or death.

(3) Service records shall be stamped on the back cover with the following words: "In case of death, discharge, desertion, or release from active service, this record shall be returned at once to the Commandant, _____ Naval District _____ (give address.)" Except as provided for in article H-1809, the Reserve service record will be retained in the files of the district until man's discharge or death, at which time it will be closed out and forwarded to the Bureau of Naval Personnel.

(4) There shall be entered on the appropriate pages of the service record all periods of active duty, training duty (with or without pay), short volunteer cruises, changes in rank, rate, address or class, transfers between ships or stations, transfers from one district or organization to another, discharges, deaths, desertions, surrenders and deliveries, appointments to commissioned or warrant rank or grade, or other changes in a man's status.

(5) All entries shall preferably be typed. Routine entries may be made by rubber stamp, the division commander procuring the required stamps suitable for his division.

(6) *Detailed instructions for Reserve Service Records, B. N. P. 952.*

A

Absence from duty.—Enter on page 6 dates of absence from duty on account of sickness or injury, result of own misconduct, AOL, AWOL, desertion, and nonperformance of duty because imprisoned, both while in arrest resulting in court-martial sentence and while serving sentence. These entries will only be made when man is absent while serving on active duty or training duty.

Active duty and training duty.—See "duty."

Address.—Enter on page 9 any change in man's address.

Appointments to commissioned or warrant rank or grade.—Enter on page 9 date of appointment, rate held at date of appointment, rank or grade to which appointed, and date of acceptance of commission or warrant. Enter final marks on page 10, close out record as of date preceding acceptance of commission or warrant and forward to the Bureau of Naval Personnel.

Appropriate duties.—Make entry on page 9 at end of quarter and upon transfer from one district to another, death, discharge, or transfer to another class of the Naval Reserve, of the total number of periods of appropriate duty performed.

Aviation and balloon pilot.—Enter on page 9 date qualified and designated as naval aviation or balloon pilot.

B

Birth.—Enter date and place of birth on page 2. Make any correction in date or place of birth on page 2 and file copy of birth certificate or letters of authorization in pocket of service record.

C

Change in name, address, next of kin, etc.—Make correction where necessary. Enter on page 9 change, date, and authority. File letters of authority in pocket of service record.

Change in rating.—Enter on page 9 date of change (old rate or new rate) and reason or authority for rating or disrating.

Checkage.—Enter on page 9 reason for checkage, date, and amount checked while on active or training duty.

Citizenship.—Make entry on page 2 showing citizenship to be "U. S.," "N. U. S.," "C. I. P." If naturalized while in the service, enter on page 9 date of naturalization, name, and location of court which granted certificate of naturalization.

Clothing destroyed to prevent spread of disease.—Enter on page 9 notation of circumstances and estimated value of articles destroyed while on active or training duty.

Clothing issued.—See Uniform.

Clothing lost or destroyed in a marine or airplane disaster.—Enter on page 9 estimated value of articles lost and, if reimbursed in cash, amount of reimbursement. If issued clothing in kind, the value of issue, if on active duty or training duty.

Coast Guard Service.—Enter on page 1 the amount of Coast Guard Service.

Commended for distinguished or meritorious service.—Enter on page 9 a brief statement of commended act or duty, date, and by whom commended.

Commuted rations.—Enter on page 9 date of receipt of commuted rations and date of discontinuance.

Conduct.—Enter on page 9 a brief statement of all special and meritorious conduct worthy of mention. Enter on page 10 marks in conduct, quarterly, while on active duty and upon release from active duty. The whole page may be used to record the marks and special qualifications and details, disregarding the other headings.

Courts martial.—Enter on page 9 date, nature of offense committed, date of trial, sentence and action of the convening authority on deck courts and general courts martial and of convening authority and the immediate superior in command on summary courts martial with the date of such action.

D

Death.—Make appropriate entries of death on front cover and page 11. Enter on page 12 a summary of all ships or stations to which deceased had been attached and final average in all marks. Enter on page 9 date, place, and cause of death if known, and whether death was caused by the intemperate use of drugs or alcoholic liquors or other misconduct. If death occurs while on active duty, character of discharge that would have been awarded had service been terminated by discharge, disposition of remains and effects, place of burial if known, state of accounts, amount of insurance, and date of last checkage. Forward the service record to the Bureau of Naval Personnel.

Report in accordance with article H-7301 should be submitted to the Employees' Compensation Commission in case of death resulting from physical injuries.

Delivery.—If on active duty or training duty, enter on page 9 date and place of delivery and by whom delivered. Forward copy of B. N. P. 641 to the Bureau of Naval Personnel.

Descriptive list.—Enter required information on page 4, signed by medical officer and the recruit.

Desertion.—Enter on page 9 date declared a deserter, date and hour unauthorized absence commenced, and any facts in connection with the unauthorized absence which might show whether the intention was to desert or return, and, if on active duty, state of accounts. Make appropriate entries of desertion on page 11 and forward the service record to the Bureau of Naval Personnel. (No entry regarding desertion made on front cover.)

Disability.—Enter on page 9 record of any disability incurred while serving in the Naval Reserve, on active duty or training duty or while attending drills; nature and whether incurred in the line of duty or the result of own misconduct.

Discharges.—Make appropriate entries on front cover and page 11. Enter on page 12 a summary of all ships or stations to which man has been attached and final average in all marks. Enter on page 9 date, place, cause, authority, character, whether or not recommended for reenlistment, if on active duty rate of pay and statement of account. Close out service record and forward to the Bureau of Naval Personnel.

Drills.—Enter on page 7A at the end of quarter or upon transfer from one district to another, death, discharge, or transfer to another class and total number of drills performed.

Duty—Active, training, shipkeeper.—Enter on page 9 recall to active, training, or shipkeeper duty, giving date and place of recall, and if training duty whether with or without pay; date and place of report, and ship or station where duty is performed. Enter chronologically any change in status while on active duty. Enter on page 10 quarterly marks and any special qualifications or details. When released from active duty, and reporting to permanent ship or station, enter date, and forward copy of page 9 to the Bureau of Naval Personnel.

E

Education.—Enter on page 2, upon enlistment, a brief statement of educational advantages.

Effects of deceased persons and deserters.—Enter on page 9 disposition made of effects of deceased persons and deserters and whether on active duty or training duty.

Enlistments, assignments to class F-2, and transfers to classes F-4 and F-5 Fleet Reserve.—Enter by typewriter on front cover full name, service number, citizenship, rate, date, class, place of enlistment, assignment, or transfer. Complete headings on pages 1 and 2, with signatures of recruiting officer and disbursing officer entered over their typewritten name in space provided. Page 4 completed under the supervision of the medical officer and signed by the officer and the recruit. On page 9 enter name in full, service number, class, rate, and date of enlistment, assignment, or transfer.

Equivalent instruction or duty.—Enter on page 7A, together with the number of drills performed (see Drills), the number of periods of equivalent instruction or duty performed. Enter quarterly, or upon transfer from one district to another, death, discharge, or transfer to another class, total number of drills and periods of equivalent instruction or duty performed since last report.

Examinations.—Forward original report of examination to the Bureau of Naval Personnel as required by current instructions and file copy in pocket of service record.

Extensions.—Make agreement to extend enlistment (B. N. P. 604) in duplicate. Forward original to the Bureau of Naval Personnel on effective date of extension and file duplicate in service record. Make notation on page 9 showing date made, effective date, date of expiration, and number of years for which extension is made.

F

Fingerprints.—Make fingerprints of each finger upon enlistment, on page 3. Forward identification record to the Bureau of Naval Personnel.

Flight orders.—Enter on page 9 the date detailed to duty involving flying and date and cause of revocation if revoked before termination of duty. If on active duty, enter on page 9 at the end of each month and on date of revocation of flight orders.

I

Identification.—See Fingerprints.

Injury.—Enter on page 9 report of all injuries sustained by men while serving on active duty or traveling under competent orders or in the performance of drills, giving cause, date, nature, and whether or not incurred in the line of duty. Make report required by article H-7301.

Interpreter.—Enter on page 2, name of foreign language or languages for which qualified to act as interpreter.

L

Letters of commendation.—Enter on page 9 a brief digest of all letters of commendation, by whom commended, act or duty for which letter is given, date of act, and date of letter. File copy of letter in pocket of record.

M

Marks.—Enter on page 10 marks quarterly while on active duty and upon release from active or training duty. Men not on active duty may, in the discretion of the commanding officer, be marked annually on January 1st and at such other times, not to exceed once each quarter, as is necessary to indicate their efficiency. Enter final average of all marks on page 10 upon death, discharge, appointment to commissioned or warrant rank and retirement, as set forth in part D, chapter 4, Bureau of Naval Personnel Manual. Men not on active duty may, in the discretion of the commanding officer, be marked annually on January 1 and at such other times, not to exceed once each quarter, as is necessary to indicate their efficiency.

Medals.—Enter on page 9, when the man is awarded any of the decorations, medals, or badges listed in part A of the Bureau of Naval Personnel Manual.

Misconduct.—Enter on page 6, if on active duty, all absence from duty on account of sickness, disease, or injury, due to intemperate use of drugs, alcoholic liquors, or other misconduct, date admitted to sick list, number of days absent from duty, nature of disease or injury, and date of initial appearance of sickness or disease.

N

Name.—Type name in full, surname first, followed by christian name and middle names, if any. Have signatures entered with christian name to the left, middle names, if any, and surname to the right.

Nonperformance of duty.—Enter on page 6 dates of all absences from or nonperformance of duty on account of sickness, disease, or injury resulting from intemperate use of drugs, alcoholic liquors, or other misconduct, AWOL, AOL, time under arrest awaiting trial which results in conviction and sentence to a naval prison or at a receiving ship or station designated as a naval prison, and time under court-martial sentence, in a naval prison or at a receiving ship or station designated as a naval prison.

Enter number of days absent, number of days under arrest awaiting trial, number of days under court-martial sentence, date restored to duty and number of days lost because of nonperformance of duty.

Date absence began is considered a day of absence, date of return is considered a day of duty.

O

Offenses.—Enter on page 9 nature of offense and punishment adjudged.

P

Pay.—When ordered to active duty or training duty with pay the supply officer taking up his accounts will enter on page 2 rate of pay upon enlistment; also enter information required by headings on page 11 upon discharge, desertion, death, and retirement.

Physical examination.—Enter result of all physical examinations of transferred 16- and 20-year men on page 9.

Pilots.—See Aviation and balloon pilots.

Pocket.—File all copies of reports of examinations, agreements to extend enlistments, proceedings of all courts martial, vouchers, and correspondence relating to the man in pocket attached to the service record.

Prior service.—Enter on page 1 all prior service in the Army, Navy, Naval Reserve Force, Naval Reserve, National Naval Volunteers, Marine Corps, Marine Corps Reserve Force, Marine Corps Reserve, Coast Guard, Naval Militia, National Guard and Naval Auxiliary Service.

Punishments.—Enter on page 9 reports of all punishments adjudged.

Q

Qualifications.—Enter on page 2 any special qualifications man may have, upon enlistment, assignment or transfer to the Reserve from Regular Navy.

R

Ratings.—See Change in rating.

Recall.—See Active duty.

Reduction of rating.—Enter on page 9 old rating, rating to which reduced, date, reason, and authority.

Reenlistments.—Same as Enlistment.

Reports.—The only reports required by the Bureau of Naval Personnel, of entries in the enlistment record, or of changes in the status of enlisted Reservists, are the following:

1. *Enlistment.*—Upon enlistment, complete B. N. P. 603 (shipping article) and B. N. P. 680 (fingerprint record) and forward to the Bureau of Naval Personnel, also when applicable, NRB Form 24 (application for enlistment) and B. N. P. 900 (consent of parent or guardian).
2. *Active duty and training duty.*—At date of release forward copy of "orders to report to active duty" to the Bureau of Naval Personnel, complete with all endorsements.
3. *Transfer between classes* (enlisted men).
4. *Notice of rating or disrating* (enlisted men).
5. *Change of address.*
6. *Active duty as shipkeeper, training duty over two weeks, and other protracted periods of active duty.*—On date of report for duty make entry on page 9 and forward copy to Bureau of Naval Personnel. On date of release do same.
7. *Examinations.*—Forward original report of examination B. N. P. 971 to the Bureau of Naval Personnel as required by current instructions; file copy in pocket of record.
8. *Desertion.*—Make required entries in service record, Form B. N. P. 952, and forward to the Bureau of Naval Personnel.
9. *Surrender or delivery.*—Fill out B. N. P. 641 and forward to the Bureau of Naval Personnel.

10. *Extension of enlistment.*—Fill out Form B. N. P. 604 in duplicate, forward original to the Bureau of Naval Personnel on effective date of extension and file copy in service record.

11. *Discharge, death, advancement to commissioned or warrant rank or grade.*—Close out B. N. P. 952 and forward to the Bureau of Naval Personnel.

Retirements.—When transferred members of the Fleet Reserve have been placed on the retired list, or other members of the Naval Reserve have been placed on the honorary retired list, enter on page 9 the date of retirement, reason for retirement, whether for physical disability or the completion of 30 years' service, and the latest address. Enter final average of all marks on page 10 and forward copy to the Bureau of Naval Personnel.

S

Service number.—Enter service number in places designated.

Service records.—See subparagraphs 1 to 5 at beginning of this article.

Shipkeeper.—Enter on page 9 upon recall to active duty as shipkeeper, date of recall, date and place of reporting, and record of service while assigned as shipkeeper. Enter marks on page 10. Make an extra copy of the orders to report for active duty and forward to the Bureau of Naval Personnel on date of reporting. Forward a second copy on date of release from active duty.

Signature of Reservist.—Have signatures entered with Christian name to the left, middle names, if any, and surname to the right.

Signature required in service record.—The signature of recruiting officer is required on page 2 at date of enlistment.

Signature of commanding officer is required on page 9 quarterly, and for each entry regarding change of rating, courts martial, commendatory action, offenses committed, and punishments awarded, when record is transferred to another district.

Signature of commanding officer is required on pages 11-12 when record is closed out on account of cancellation, discharge, desertion, death, appointment to commissioned or warrant rank or grade or retirement.

Signature of the commanding officer is required on page 6 for entries regarding absence from duty.

Signature or initials of commanding officer are required on page 10 for entries regarding marks, special qualifications, or detail.

Signature of executive officer is required on page 5 for entries regarding authorized leave.

Signature of medical officer is required on page 4 at time of enlistment.

Signature of disbursing officer is required on page 2 when Reservist first reports for active duty.

Signature of Reservist is required on page 4 at date of enlistment.

Subsistence allowance.—Enter on page 9 date subsistence allowance began, authority, amount, date discontinued, and reason.

Surrender.—Enter on page 9 date and place of surrender and number of days absent. Forward copy of B. N. P. 641 to the Bureau of Naval Personnel.

T

Training duty.—See "Duty."

Transfers.—Enter on page 9 record of all transfers between vessels or stations and from one district to another; also record of transfer between classes of the Naval Reserve. (See par. 6 under Reports.)

Transportation or travel allowance.—Enter on page 9 a record of all transportation or travel allowance furnished. Enter on page 11 record of transporta-

tion or travel allowance furnished on discharge if discharged while on active duty.

U

Undesirable discharge.—In addition to all information specified under "discharge" in these instructions, state the nature of the undesirability or unfitness on page 9 and file copy of the statement of the man in pocket of service record.

Uniform allowance.—The amount of uniform allowance credited upon reporting for active duty in time of war will be entered at bottom of page 2 by the disbursing officer over his signature.

Uniform, bedding, and equipment.—Enter value of issue (except when paid for in cash) on page 9. (Temporary issue of bedding and equipment need not be entered.) File copy of requisition showing issue in detail in pocket of service record. Upon discharge or transfer to class V-6, enter on page 9 condition and disposition of articles of uniform, bedding, and equipment returned.

W

Waiver.—Enter full information on page 4, giving authority for, reason and nature of waiver upon enlistment. Enter waivers of transportation on page 9, giving reason, file signed agreement in pocket of service record.

H-1808. MARKS FOR PROFESSIONAL QUALIFICATION.—Marks for professional qualifications shall include proficiency in rating and other qualifications for the various branches as specified in part D.

H-1809. CUSTODY OF RECORDS.

(1) Service and health records of men and health records of officers attached to or associated with organizations of the Organized Reserve and Naval Reserve aviation bases will be carried at the organization headquarters; service and health records of other officers and men shall be carried by the Commandant.

(2) In case a reservist changes his official residence from one district to another, his service and health records and all other papers shall be forwarded to the Commandant of the district to which he has transferred, together with a report of his address in that district.

(3) Except as indicated in articles H-1404 (4), (5), and (6) and H-9303, when a Reserve officer is granted permission to leave the United States or its possessions for an indefinite length of time, his records shall be forwarded to the Bureau of Naval Personnel via the Office of the Chief of Naval Operations (Director of Naval Intelligence); and the records of enlisted men of the Organized, Volunteer, and Merchant Marine Reserves, granted such permission shall be retained at the district headquarters until such time as the man's term of service expires and he is discharged. At that time his service and health records shall be closed out and forwarded to the Bureau of Naval Personnel and Bureau of Medicine and Surgery, respectively.

(4) When a Naval Reserve officer enters upon active duty or training duty, his health record shall accompany him. When an enlisted man enters upon active duty or training duty his service record and health record shall be forwarded to the ship or station where duty is to be performed. When an officer or enlisted man is transferred while on active duty or training duty, the above record or records shall be forwarded to the ship or station to which transferred. Upon release from active duty status the records shall be returned to the commanding officer of the organization to which attached, or if not attached to an organization, to the Commandant of the naval district in which he has his official residence. Upon discharge, desertion, or death, the records shall be returned to the Commandant of the naval district on whose rolls the reservist is carried. The Commandant shall forward the service record in the case of

an enlisted man to the Bureau of Naval Personnel and the health record of an officer or enlisted man to the Bureau of Medicine and Surgery. The Bureau of Naval Personnel is authorized to direct other disposition of records in special cases as deemed desirable.

(5) Copies of correspondence concerning officers on active duty and copies of their fitness reports, shall be forwarded to the Commandant of the naval district in which their records are carried and to the activity controlling their mobilization assignments, if such activity is different from the district in which their records are carried.¹

(6) The records of members of the Merchant Marine Reserve will be carried in the districts from whose ports the vessels on which they are employed usually operate. Generally, the home port as listed in the Department of Commerce publication, American Documented Sea-Going Vessels of 500 Gross Tons and Over, will determine the district in which the records will be carried. In cases where the vessels regularly operate from ports in two or more districts, the records shall be carried in that district in which is located the owner's or operator's main office. The records of members who have been unemployed on any vessel for a period of 6 months shall be forwarded to the district of official residence.

(7) When the activity controlling mobilization assignment is other than the Commandant of the naval district in which an officer resides, or other than the bureau or office of the Navy Department having cognizance of the specialty, copies of the following shall be furnished such activity by the Commandant of the naval district in which the officer resides.¹

- (a) Extract from or copy of application.
- (b) Copy of change of official residence as required by article H-4301, Bureau of Naval Personnel Manual.
- (c) Copy of all fitness reports.
- (d) Copy of last quadrennial physical examination.
- (e) Copy of oath and acceptance of office, Form B. N. P. 962.
- (f) Correspondence relating to promotion, active or training duty, separation from Naval Reserve, resignation or recommendation for discharge or transfer to Honorary Retired List.
- (g) Copy of accomplishment of separation from the service.

(8) Records of officers and enlisted men on the Honorary Retired List and of fleet reservists transferred to the retired list of the Regular Navy shall be maintained in the same manner as are the records of naval reservists in inactive duty status, except that health records of personnel transferred to the retired lists shall be properly terminated and forwarded to the Bureau of Medicine and Surgery.

H-1810. FITNESS REPORTS OF OFFICERS.

(1) An officer's records are a vital part of his examination for promotion or transfer and the Naval Examining Board is within its legal rights in disqualifying an officer whose record is incomplete.

(2) Fitness reports, complete in all respects are required as follows:

- (a) Officers on active duty, semiannually on March 31, and September 30; upon detachment; and upon change in reporting senior, on Bureau of Naval Personnel Forms B. N. P. 310 or B. N. P. 311, as prescribed for officers of the Regular Navy. Copies of such fitness reports shall be forwarded to the Commandant of the naval district in which the Reserve officer's records are carried, and to the activity controlling mobilization assignment, if such activity is different from the District in which his records are carried.¹

¹ Suspended for duration of war.

- (b) Training duty, with or without pay, other than short periods of group training, on Bureau of Naval Personnel Form B. N. P. 961 for Naval Reserve Aviators and B. N. P. 960 for all other officers, in accordance with articles H-5306 (10) and H-5307 (5).
 - (c) All officers except those who have been performing active duty for the whole year, shall submit as of June 30, of each year, an annual fitness report; on Bureau of Naval Personnel Form B. N. P. 937 for officers of the Organized Reserve and Volunteer Reserve, and on Bureau of Naval Personnel Form B. N. P. 976 for Merchant Marine Reserve officers and Cadets of the Merchant Marine Reserve (other than those undergoing training at State nautical schools). The reporting senior for officers of the Organized Reserve shall be the officer's immediate commanding officer or next senior in the chain of command; and for officers of the Volunteer Reserve who are associated with or attached to organizations of the Organized or Volunteer Reserve the commanding officer of such organization. The District Commandant shall be the reporting senior for all other officers of the Volunteer Reserve and for officers of the Merchant Marine Reserve and Cadets, Merchant Marine Reserve. Commandants may, however, designate senior officers on duty at district headquarters as the reporting officers for Reserve officers of appropriate classes and corps.¹
 - (d) All fitness reports shall be forwarded by the reporting officer direct to the Bureau of Naval Personnel with distribution of copies as indicated on the form, except that the annual report Form B. N. P. 937 or Form B. N. P. 976 shall be forwarded via official channels. Forwarding officers shall comment as fully as practicable except that Commandants may use a stamped endorsement signed by direction in forwarding fitness reports whenever an officer of his staff is the reporting senior. In the cases of officers of the Volunteer Reserve (Special Service) who are assigned to another naval activity for mobilization, copies of all fitness reports shall be forwarded to such activity.¹
- (3) When an officer who is attached to one district performs training duty in another district, the Commandant of the district in which the duty is performed shall forward a fitness report in duplicate to the Commandant of the district in which the Reserve officer's records are carried. If the officer is a naval aviator, the amount of syllabus flying carried out shall be reported to the Commandant of the district to which the Reserve officer is regularly attached.
- (4) If any fitness report referred to in this article contains entries of an unsatisfactory or unfavorable nature, it shall be referred by the reporting senior to the officer reported on, for statement, before the report is forwarded for filing with his record. Such entries as marks below 2.5 or otherwise unsatisfactorily low, "prefer not to have him under my command," "not recommended for retention," or adverse comments, are considered as unfavorable. Failure to recommend the officer for promotion is not of itself unfavorable. Reporting seniors are encouraged to refer reports to officers for their inspection even though not considered unsatisfactory or unfavorable, whenever knowledge of such remarks based on lack of experience, etc., would be helpful to the officer in improving his fitness.
- (5) Recommendations as to any action desired, such as discharge, transfer, or retirement, will not be included in the forwarding endorsements on annual

¹ Suspended for duration of war.

fitness report forms B. N. P. 937 or B. N. P. 976, but shall be made the subject of separate correspondence.

(6) In forwarding annual fitness reports for officers of the Organized Reserve and Volunteer Reserve, the reporting senior shall state whether or not the officer concerned has applied, while in a volunteer status, for training duty during the period since last report, and, if refused, the reasons for such refusal. Such data included in one annual fitness report need not be repeated in the next annual fitness report. A summary of such information shall be included in forwarding endorsements on applications for promotion, or on special fitness reports at the time of examination for promotion.

H-1811. OFFICIAL CHANNELS FOR CORRESPONDENCE.

(1) Whenever an officer or man of the Naval Reserve finds it necessary to write a letter on an official subject to one of the Bureaus of the Navy Department or to other authority higher than the commanding officer of the organization to which attached, the letter shall be routed via the organization commander through the usual channels for official correspondence. Such letters should be kept to the minimum. If the commanding officer, battalion or squadron commander, or District Commandant has the information upon which to base a reply, a reply should be made direct to the writer instead of the letter being forwarded to the addressee, however, if the originator of the letter is not satisfied with the reply received, upon resubmission, letter shall be forwarded to the addressee via official channels.

(2) In the event the correspondence contains matter of a secret, confidential or restricted nature, the provisions of article 75½, U. S. Navy Regulations, shall be followed.

(3) All officers are encouraged to report to the bureau or office having an interest therein, including the Office of Naval Intelligence, matters coming to their attention which would be of special value or interest to the bureau or office concerned. Officers performing work in this connection, upon the recommendation of the bureau or office concerned, will be issued letters of commendation which will form a part of their service records.

(4) Except where such bureau or office has no interest in the subject matter, Commandants of naval districts shall forward correspondence concerning Naval Reserve staff officers and Special Service officers via the bureau or office having cognizance of the corps or class concerned.

H-1812. FILE NUMBERS OF PERSONNEL.

(1) The file number on correspondence regarding a particular officer shall be the file number assigned him by the Bureau of Naval Personnel. This file number should be shown in the upper left-hand corner of correspondence originated by a Naval Reserve officer about himself and shall be used by the Commandant and by organization commanders having occasion to write about any particular officer.

(2) The file number on correspondence regarding a particular enlisted man shall be his name, service number, rating, and class. Example: John Henry Jones, 130-50-72, CBM (AA), O-1, U. S. N. R.

H-1813. CORRESPONDENCE TO BE DATED.—All correspondence shall be dated in the upper right-hand corner, as shown in the following example:

JULY 2, 1942.

H-1814. OFFICIAL RESIDENCE TO BE SHOWN.—The official residence shall be shown in the origin of correspondence as follows, for example:

From: Lt. (jg) John H. Jones, D-O, U. S. N. R.
123 East 34th St.,
New York, N. Y.

H-1815. REFERENCES TO BE QUOTED IN CORRESPONDENCE.—When a letter

is in reply to or refers to previous correspondence, quote under "References" the file number, every distinguishing mark, and the date of such correspondence. Where more than one reference is given, enumerate by small letter (a), (b), (c), etc. The following form should be used:

Reference: (a) Bupers. letter Pers. 165 Em
123-56-37 of July, 1938.

H-1816. WHEN ENDORSEMENTS SHALL NOT BE USED.—As a general rule a letter shall be answered by a separate letter and not by endorsement (Navy Regulations, 1920).

H-1817. EXTRA COPIES OF CORRESPONDENCE NOT DESIRED BY BUREAU OF NAVAL PERSONNEL.—Extra copies of correspondence should not be forwarded to the Bureau of Naval Personnel unless specially requested, but an additional copy should be appended for each intermediate office through which it is expected the correspondence will pass. The original is sufficient to meet the demands of the Bureau of Naval Personnel.

H-1818. NAVAL AVIATOR DESIGNATIONS AND FOLDERS.—Naval Reserve officers and aviation cadets who have satisfactorily completed the prescribed course of aviation training, are eligible for designation as naval aviators. Such designation must be approved by the Bureau of Naval Personnel. Upon approval of such designation, the Bureau of Naval Personnel will issue the aviation cadet or officer concerned a certificate of designation and folder.

H-1819. LETTER OF AUTHORITY TO SOLO NAVAL AIRCRAFT.

(1) The Bureau of Naval Personnel will consider requests for letters of authority to solo naval aircraft, from those officers of the Special Service classes of the Naval Reserve who are competent pilots holding effective pilot certificates under the Civil Aeronautics Authority, or who are designated and currently qualified as naval aviators. Requests from officers of other than class A-V(T) will be considered separately, and in general will be approved only when the applicants are associated with, and active in, an aviation activity of the naval service, and when it is clearly shown that the individuals will be employed in connection with such phases of utility flying as are necessary to the training of Naval Reserve aviation squadrons, or are employed in connection with flights considered to be of definite value to the aeronautical organization of the Navy. Requests from officers of class A-V(T) will be approved only when article H-2305 (6) hereof is complied with. All applicants must be physically and otherwise qualified to act as pilots of naval aircraft.

(2) Requests should be forwarded to the Bureau of Naval Personnel via the following channels:

- (a) Commanding officer of nearest Naval Reserve aviation base or naval air station.
- (b) Commandant of the naval district concerned.
- (c) The Bureau of Medicine and Surgery.
- (d) The Bureau of Aeronautics.

(3) The forwarding endorsement of the commanding officer of the Naval Reserve aviation base or naval air station should include the following information:

- (a) That the applicant possess an effective commercial pilot's certificate issued by the Civil Aeronautics Authority, or is designated and currently qualified as a naval aviator; in the case of the former, the license number and date of expiration should be included.
- (b) Total certified pilot time, including pilot time in naval aircraft separately.
- (c) Total certified pilot time for the last 12 months, indicating pilot time in naval aircraft separately.

(d) Result of a recent check flight in naval aircraft.

(e) In the case of officers of class A-V(T), a statement as to the applicant's special qualifications and current activities in the piloting of commercial or private aircraft.

(f) In the case of officers of other Special Service classes, a statement setting forth in detail the applicant's special qualifications, his activity and interest in the naval service, and the advantages that are expected to accrue to the Government if the request is approved.

(4) Requests will be accompanied by a report of aviation physical examination on Form N. M. S. Aviation No. 1.

(5) Such authorizations when issued will be effective only until the close of the fiscal year in which issued. Under them, flights will be restricted to local familiarization or utility flights, except in occasional cases wherein the commandant may consider it in the best interests of the Government to authorize more extended operations.

H-1820. IDENTIFICATION FOR MEMBERS OF THE NAVAL RESERVE.

(1) Naval Reserve personnel, serving on active duty, shall be issued identification cards, form B. N. P. 546, in the same manner as personnel of the regular Navy. Identification cards are not to be issued to, or used by, members of the families of naval personnel.

(2) Members of the Naval Reserve not on active duty may be issued identification cards, form B. N. P. 904, in accordance with such instructions as may be issued by the Bureau of Naval Personnel.

(3) Pins or buttons may, also, be issued to members of the Naval Reserve not on active duty in accordance with instructions issued by the Bureau of Naval Personnel. Such pins or buttons are to be worn on their civilian clothing only and are not to be worn with the naval uniform. They may not be worn by persons other than members of the Naval Reserve.

H-1821. CONTINUOUS-SERVICE CERTIFICATES.

(1) Men recommended for reenlistment who reenlist in the Naval Reserve within 3 months of discharge from a complete enlistment in the Navy or Naval Reserve may, upon presentation of their discharge certificates, be issued continuous-service certificates.

(2) The continuous-service certificate shall be prepared and issued by the Bureau of Naval Personnel upon receipt of the discharge certificate from the Commanding Officer of the ship or station where the man reenlisted.

(3) Continuous-service certificates are the property of the men to whom issued. When the men are on active duty, these certificates may be deposited with the commanding officer for safekeeping, and returned to them upon release.

H-1822. FORMS TO BE USED.

(1) In time of war or national emergency, when members of the Naval Reserve are performing active duty, the same forms, where applicable, as used for regular Navy personnel shall be used for the Naval Reserve.

(2) The following forms and reports, applicable only to the Naval Reserve, are to be used in time of peace or in time of war or national emergency unless otherwise indicated:

Old form No.	New form No.	Title of form
N. Nav 400.....	*B. N. P. 900.....	Consent, declaration, and oath of parent or guardian.
	B. N. P. 901.....	Acceptance and Oath of Office, U. S. Naval Reserve Midshipman School.
	B. N. P. 902.....	Beneficiary Slip—Naval Reserve.
	B. N. P. 903.....	Beneficiary Slip—A-V (N) Officers.
	B. N. P. 904.....	Identification card for members of Naval Reserve not on active duty.

See footnotes at end of table.

Old form No.	New form No.	Title of form
N. Nav 137.....	*B. N. P. 937.....	Annual fitness report of Naval Reserve officers.
N. Nav 141.....	B. N. P. 941.....	Permanent appointment, chief petty officer, U. S. Naval Reserve.
N. Nav 544.....	B. N. P. 944.....	Report of investigation—Applicant for appointment, U. S. Naval Reserve.
N. Nav 145 and 145A.....	B. N. P. 945 and 945A.....	Application for appointment, Merchant Marine Reserve (Line officers employed afloat).
N. Nav 352.....	B. N. P. 952.....	Service record, Naval Reserve.
N. Nav 353.....	B. N. P. 953.....	Application for appointment as an officer in the Naval Reserve.
N. Nav 555.....	B. N. P. 955.....	Certificate of active service.
N. Nav 260.....	*B. N. P. 960.....	Special fitness report on reserve officers (training duty).
N. Nav 261.....	*B. N. P. 961.....	Special fitness report on Naval Reserve aviators (training duty).
N. Nav 360.....	B. N. P. 962.....	Letter of transmittal, acceptance and oath of office, Naval Reserve officers.
N. Nav 453.....	B. N. P. 963.....	Certificate of service of Naval Reserve officers for longevity pay purposes.
N. Nav 563.....	B. N. P. 964.....	Report of ground training.
N. Nav 367.....	*B. N. P. 967.....	Monthly report of reserve aviation squadrons.
N. Nav 568.....	B. N. P. 968.....	Quarterly report of group IV-B employees.
N. Nav 471.....	B. N. P. 971.....	Report of examination for advancement in rating, Naval Reserve.
N. Nav 472.....	B. N. P. 972.....	Application for Naval Reserve Medal.
N. Nav 373.....	B. N. P. 973.....	Application for aviation training, Naval Reserve.
N. Nav 474 and 474A.....	B. N. P. 974 and 974A.....	Application for appointment as midshipman, Merchant Marine Reserve.
N. Nav 473.....	*B. N. P. 975.....	Excuse for failure to perform training duty, Organized Reserve.
N. Nav 476.....	*B. N. P. 976.....	Annual fitness report, Merchant Marine Reserve officers (inactive).
N. Nav 478.....	B. N. P. 978.....	Acceptance of appointment and oath of office as midshipman, Merchant Marine Reserve.
N. Nav 86.....	B. N. P. 979.....	Personal biographical sketch.
N. Nav 86A.....	*B. N. P. 980.....	Monthly report of Naval Reserve activities.
N. Nav 486.....	*B. N. P. 981.....	Quarterly report of reserve officers.
N. Nav 487.....	*B. N. P. 986.....	Age-in-grade status—Organized Reserve.
N. Nav 488.....	*B. N. P. 987.....	Age-in-grade status—Volunteer Reserve.
	*B. N. P. 988.....	Age-in-grade status—Merchant Marine Reserve.
N. Nav 399.....	B. N. P. 999.....	Certificate of Naval Service.

*Suspended for duration of war.

- Letter..... Change in officer's official residence (to Bureau of Naval Personnel).
- Letter..... Name and official residence of next of kin (Naval Reserve officers).
- Letter..... Quarterly reports to Bureau of Naval Personnel on status of allotments under following subheads of Naval Reserve Appropriation:
- All other expenses (miscellaneous).
 - Authorized expenses of armories.
 - Engineering.
 - Construction and repair.
 - Fuel and transportation.
- Letter..... Quarterly report to Bureau of Personnel of reservists on active duty other than training.
- Letter..... Quarterly report of Commandant to Bureau of Personnel on pay and subsistence, shipkeepers, and stationkeepers.
- *Letter..... Report of annual training by divisions—when completed—by commanding officer of cruising ship.
- *Letter..... Monthly report by Commandants of training duty not included in preceding report nor in Form B. N. P. 967.

*Suspended for duration of the war.

S. & A. 445-----	Uniform gratuity, officers, Naval Reserve.
S. & A. 458-----	Requisition for clothing and small stores, Naval Reserve.
CA-1 ¹ -----	Employee's notice of injury.
CA-2 ¹ -----	Official superior's report of injury.
CA-3 ¹ -----	Report of termination of disability.
CA-4 ¹ -----	Claim for compensation.
Vet. Adm. Form 379 (a)-	Application for U. S. Government insurance.
Vet. Adm. Ins. Forms 350 and 350a-----	Application for National Service Life Insurance.

Section 9. MISCELLANEOUS

H-1901. EMPLOYMENT OF RESERVISTS IN CIVIL BRANCH OF PUBLIC SERVICE.

(1) When not on active duty, members of the Naval Reserve may accept employment in any civil branch of the public service and may receive the pay and allowances incident to such employment in addition to any pay and allowances to which they may be entitled under the provisions of sections 313, 314, and 315 of the Naval Reserve Act of 1938.

(2) When not on active duty, members of the Naval Reserve may be employed in civilian occupations, including the practice of professions, or occupations before or in connection with any department of the Federal Government.

H-1902. MILITARY LEAVE.

(1) All officers and employees of the United States or of the District of Columbia who are members of the Naval Reserve shall be entitled to leave of absence from their respective duties without loss of pay, time, or efficiency rating on all days during which they may be employed with or without pay under the orders or authorization of competent authority, on training duty for periods not to exceed 15 days in any 1 calendar year.

(2) Competent authority is defined as the Bureau of Naval Personnel, the Commandants of naval districts, the commanding officers authorized to issue authority or orders for active duty and training duty.

H-1903. CIVILIAN GUESTS—NAVAL RESERVE VESSELS.

(1) The Commandants of the various naval districts and the Commandant, Navy Yard, Washington, D. C., are authorized to grant requests of such civilians as they may deem proper to embark as passengers on district vessels (including motorboats) assigned to training the Naval Reserve during short training cruises, provided accommodations are available and the presence of such passengers on board will not interfere with the proper training of the Naval Reserve.

(2) The names of such passengers and the dates of arrival on board and departure shall be entered in the log book and reported to the Bureau of Naval Personnel in accordance with article 861 (2), Navy Regulations.

(3) Before embarking on such cruises, civilian guests will be required to sign a certificate of waiver in case of accident in the following form:

I agree that any injury incurred by me on the cruise I am about to take shall be at my own risk.

In case of accident notify-----

Address:-----

Signature:-----

(4) Commandants of naval districts shall issue appropriate instructions governing visits of civilians aboard Naval Reserve vessels.

¹ Applicable to members of Women's Reserve only in time of war.

H-1904. APPOINTMENT OF MIDSHIPMEN FROM ENLISTED MEN.

(1) The Secretary of the Navy is authorized to appoint midshipmen to the Naval Academy from enlisted men of the Naval Reserve and Marine Corps Reserve under similar conditions so far as applicable as prescribed by law for appointments from enlisted men of the Navy. Not more than 100 midshipmen shall be appointed in any 1 year under this authority, except that in the event the quota of midshipmen from the enlisted men of the Regular Navy is not filled in any 1 year, the Secretary of the Navy may fill such vacancies with additional men from the Naval Reserve.

(2) Only enlisted men of the Naval Reserve who meet the following requirements will be selected as a result of a competitive examination for appointment as midshipmen:

- (a) Must be citizens of the United States who are not more than 21 years of age on April 1 of the year in which appointed.
- (b) Must have been in the Naval Reserve at least 1 year by July 1 of the year in which appointed. In this computation service in the Marine Corps Reserve shall be credited.
- (c) Must be attached to or associated with an organization of the Organized Reserve and have maintained efficiency by attending therewith at least 27 drills or periods of equivalent instruction or duty during the period between July 1 of the year preceding appointment and the third Wednesday in the following April, which is the date of mental examination for admission. Not more than 7 of these periods may be periods of equivalent instruction or duty. Active service may be accepted in lieu of the required drills on the basis of 1 month's service on active duty as the equivalent of three drills with an organization of the Organized Reserve.
- (d) Must have a good record.
- (e) Must submit application prior to October 1 of the year preceding appointment. This application shall be routed to the Bureau of Naval Personnel via commanding officer, commandant of district, and Bureau of Medicine and Surgery. If the man is on active duty, the application shall be forwarded via the commanding officer of the ship or station where he is serving, and via the Bureau of Medicine and Surgery. Transcript from service record and report of physical examination on Bureau of Medicine and Surgery Form Y in duplicate shall be attached to it.
- (f) Must be recommended by their commanding officers. No other recommendations are necessary. If a candidate is transferred prior to October 1 of the year preceding his competitive examination for appointment, the commanding officer of the organization from which he is being transferred will prepare all the reports and recommendations as required above and forward them via the organization to which the candidate is being transferred.
- (g) Must take a competitive examination which is held on the third Wednesday in April of each year and is the regular examination given to candidates nominated for appointment as midshipmen.
- (h) Must meet the same moral, mental, and physical requirements as are required of other candidates for appointment as midshipmen. Regulations governing the admission of candidates into the Naval Academy as midshipmen and sample examination papers may be obtained upon application to the Bureau of Naval Personnel through official channels.

(3) The candidate's commanding officer shall forward to the Bureau of Naval Personnel, as soon as practicable after the third Wednesday in April, a report showing attendance at the required number of drills or periods of equivalent duty or instruction, or active service in lieu thereof, between July 1 of the preceding year and the date of examination.

(4) Except in time of national emergency or war, reservists are not eligible to attend the Naval Academy preparatory school, and may not be assigned to active duty for this purpose, either with pay or without pay.

(5) Any enlisted man of the Naval Reserve making application for appointment to the Naval Academy who has made a false statement as to his age when applying for enlistment or subsequent thereto shall be automatically barred from competing for such appointment, and his further retention as a member of the Naval Reserve will be decided on the merits of the case and the recommendations of his commanding officer. If discharge is directed, subject man will be given a special order discharge—"For misstatement of age."

(6) In time of national emergency or war, when the mobilization of the Organized Reserve makes attendance at drills as contemplated in paragraph (2) (c) hereof impracticable, the Chief of Naval Personnel may prescribe eligibility requirements for appointments to the Naval Academy from the Naval Reserve and for attendance at a Naval Academy Preparatory School.

H-1905. DEATHS.

(1) In case of death of a reservist, his service record shall be closed out as of the date of death with appropriate entries and forwarded via the Commandant of his naval district to the Bureau of Naval Personnel.

(2) If a reservist dies while in an inactive duty status, a report of death, in letter form, will be forwarded to the Bureau of Naval Personnel. There shall be included in this report all pertinent information obtainable, such as full name, rank or rate, file or serial number of deceased, date and place of birth; source of information; date, place, and cause of death; and names and addresses of next of kin. A copy of this letter, together with terminated health record shall be forwarded to the Bureau of Medicine and Surgery.

(3) If a member of the Naval Reserve dies while on active duty or training duty, reports required in the cases of personnel of the regular Navy shall be made.

(4) Commandants of naval districts and commanding officers of organizations are authorized to furnish funeral escorts, as provided by Navy Regulations, for members of the Naval Reserve (inactive) when such request is made by the next of kin and when it can be done without expense to the Government.

(5) An escort of one person may be provided at Government expense in accordance with U. S. Navy Travel Instructions to escort the remains of a member of the Naval Reserve who dies while performing active duty or training duty.

(6) Members of the Naval Reserve who die while on active or training duty are entitled to burial in national cemeteries. Their next of kin are entitled to receive the national flag in accordance with the provisions of article 1882, U. S. Navy Regulations.

(7) For instructions regarding procedure in case of death while on active or training duty, consult chapter 19, Manual of the Medical Department, and Bureau of Naval Personnel Manual, chapter 7, part C, and chapter 9, section 6, part D.

(8) Funeral expenses are allowed for deceased members of the Naval Reserve and accepted applicants for enlistment therein, who die while on active duty

or training duty or while performing authorized travel to or from such duty, under such regulations as may be prescribed for members of the regular Navy and Marine Corps.

H-1906. BONDING OF SUPPLY OFFICERS.

(1) Supply officers of the Naval Reserve are required to execute fidelity bonds when ordered to active or training duty in time of peace, if such duty involves the handling of money or property accounts. The procedure outlined in the Bureau of Supplies and Accounts Manual will be followed in such cases.

(2) Every officer of the Supply Corps in the Naval Reserve is required to file in the Office of the Judge Advocate General of the Navy a partially executed bond, signature cards, and an application for bond of the surety selected by him, in order to expedite his bonding if and when he is ordered to active duty in time of war or national emergency.

(3) The preparation and filing of bonds is under the cognizance of the Judge Advocate General of the Navy, who will furnish Reserve supply officers bond forms and signature cards, together with information and instructions in regard to the procedure to be followed. When completed, these forms will be returned to the Office of the Judge Advocate General of the Navy for file.

(4) No cost to the Reserve supply officer is involved unless and until his bond is in fact executed by a surety company and approved by the Navy Department, at which time the usual premium must be paid by the Reserve officer. The surety executing the bond will inform the Reserve officer as to the amount of the premium due.

H-1907. NAVAL MILITIA.

(1) No officer or man of the Naval Reserve shall be a member of any other naval or military organization except the Naval Militia.

(2) Of the Organized Militia, as provided by law, such part as may be duly prescribed in any State, Territory, or the District of Columbia, shall constitute a Naval Militia.

(3) Any officer or enlisted man of such Naval Militia may be appointed or enlisted in the Naval Reserve and assigned to the Organized Reserve in the grade, rank, or rating not above the rank of ensign for which he may be qualified in accordance with the physical and professional standards prescribed for members of the Organized Reserve and for which there may be a vacancy in a unit of the Organized Reserve.

(4) Each member of the Naval Militia appointed or enlisted in the Naval Reserve and assigned to the Organized Reserve shall be required to qualify for the rank, grade, or rating which he holds in the Organized Reserve, in accordance with the physical and professional standards prescribed for the Organized Reserve, within 1 year after the date of his appointment or enlistment therein.

(5) Officers and men of the Naval Reserve who are members of the Naval Militia of any State, Territory, or the District of Columbia shall stand relieved from all service or duty in said Naval Militia when on active duty in time of war or national emergency, or when ordered to such duty.

CHAPTER 2

PROCUREMENT

Section 1. GENERAL REQUIREMENTS

H-2101. PERSONS ELIGIBLE FOR THE NAVAL RESERVE.

(1) Except as provided in chapters 11 and 12 hereof, only male citizens of the United States and of the insular possessions of the United States who have attained the age of 17 years and who, by appointment or enlistment therein, or by transfer thereto, obligate themselves to serve in the Navy in time of war or when in the opinion of the President a national emergency exists, are eligible for membership in the Naval Reserve.

(2) No person who is drawing a pension, disability allowance, disability compensation, or retired pay from the Government of the United States, is eligible for appointment, enlistment, or reenlistment in the Naval Reserve.

(3) All statements made in applications for appointment or enlistment are held to be material facts and any misstatement or omission of such material facts will be considered as grounds for discharge.

H-2102. PROCUREMENT POLICY—GENERAL.

(1) A basic requisite of the Naval Reserve is its immediate availability for mobilization, and its members are under a continuous liability therefor. The vital importance of the civilian effort in modern warfare is also recognized. Consequently an individual whose civilian occupation, either personally or as one of a group, is such that his immediate separation from his civilian occupation on mobilization will not be to the best interests of the national defense should not be admitted to the Naval Reserve. The foregoing principles should constantly be borne in mind by those responsible for the procurement of officers and men. Applicants should understand that upon accepting any Reserve status it is continuously assumed thereafter that they are immediately available for any naval service on mobilization.

(2) Persons whose availability for mobilization is considered by the Bureau of Naval Personnel to be incompatible with the availability requirements in paragraph (1) hereof, or who are civilian employees of the Navy shall not be appointed or enlisted in or transferred to the Organized Reserve.

(3) The provisions of paragraph (2) hereof shall likewise apply to the Fleet Reserve and Volunteer Reserve except as follows:

- (a) Especially desirable applicants may be commissioned in the Volunteer Reserve even if not immediately available for mobilization provided they will be so available within 30 days thereafter.
- (b) A civilian employee of the Navy may be commissioned in the Volunteer Reserve provided that his services are required to fill a mobilization billet in the organization in which he is employed, and that he cannot satisfactorily perform such duty in civilian status.
- (c) Persons whose special qualifications and services the Chief of Naval Personnel deems to be of outstanding value to the Navy, may be commissioned in the Volunteer Reserve even though their civilian status may preclude their being ordered to active duty on mobiliza-

tion. Before such a person shall be appointed, a mobilization billet shall be specifically approved by the Bureau of Naval Personnel. The procurement and mobilization quotas and the charges against these because of such appointments, shall conform to the requirements of article H-1406.

(4) Availability for mobilization of persons employed in merchant ships will not be a factor in determining eligibility for commission or enlistment in the Merchant Marine Reserve. It is considered that the mobilization of Merchant Marine Reservists other than those serving in ships taken over by the Navy would unduly interfere with the normal operation of the Merchant Marine. Insofar as practicable, it is therefore proposed to man merchant ships placed in commission with their own licensed and unlicensed personnel.

H-2103. PROCUREMENT OF OFFICERS.

(1) The commissioning of an officer in the Naval Reserve makes him a part of the Naval Establishment, the standards of which must not be jeopardized through failure to insure that his character, ability, and loyalty conform thereto and will be maintained throughout his commissioned status. The Bureau of Naval Personnel considers the approval or disapproval of applications for appointment in the Naval Reserve and recommendations for waivers, of such importance as to warrant the personal attention of the District Commandants, whenever practicable. When it is impracticable for the Commandant to interview a candidate personally, the forwarding endorsement shall so state. In addition to the interview by the Commandant, each candidate shall be personally interviewed by not less than two suitable officers, one of whom, when practicable (Medical Board excluded) shall be of the corps or branch to which the candidate aspires. Each shall record his opinion as to the candidate's fitness for appointment, especially as to his officer-like qualities, as part of the forwarding report. Where it is impracticable for a candidate to apply at district headquarters or to the Chief of Staff of a district for interview, the Commandant may designate two suitable officers for interview who reside nearest the vicinity of the candidate. Retired officers of the Navy and Marine Corps and Naval Reserve officers of suitable rank and proven judgment may be designated for this duty, subject to their own consent. Action on applications for appointment, unaccompanied by reports of the foregoing interviews, will be deferred until such reports are received.

(2) As a matter of policy, the Bureau of Naval Personnel will not approve appointments in the Naval Reserve of foreign-born persons who have been naturalized less than 10 years, and who have not resided continuously during the 10-year period in the United States.

(3) Before an application is forwarded to the Department, an investigation of the candidate will be made. The investigation must be sufficiently thorough to permit positive recommendation and to satisfy the Commandant of the candidate's wholehearted loyalty and of his moral and professional qualifications for appointment as an officer in the Naval Reserve. The following checks, insofar as necessary to satisfy this requirement, should be made:

- (a) Personal interview, telephone contact, or other means for verification of the letters of recommendation submitted by the candidate. Verification of letters includes questions of authenticity, degree of positiveness, and character of the signer.
- (b) Check of candidate's statements in general with respect to his employment, previous service or work, interviews, or other contacts with employers.
- (c) Check of candidate's moral standing, standing in community, background, integrity, and racial extraction.

(d) Nature of associates, personal characteristics, type of memberships in organizations.

(e) Evaluation of the reasons given by the candidate for wishing to join the Naval Reserve.

(4) If, as a result of the personal interviews and investigations, there remains any doubt as to the loyal intentions of the candidate or as to the bad effect of any influences to which he may be subject, the forwarding endorsement should so state.

(5) In regard to personnel available for conducting the investigations and checks, the services of any officer or officers who may be available and suitable for this duty may be utilized, including active or retired officers of the regular Navy, Marine Corps, or of the Naval Reserve. In each naval district there are specialists whose talents particularly fit them for such investigations and checks. Every officer of the Naval Reserve should have a sufficient interest in the suitability of those who seek to become a part thereof to justify his giving a reasonable amount of time and effort in assisting in these investigations and checks. Local liaison in each naval district with other Government agencies may often serve the interests of the Navy in assisting the Commandant to verify the suitability of candidates. Commandants should cooperate with local Army and Marine Corps procurement agencies in interchanging information regarding candidates found to be undesirable on account of other than physical or professional reasons.

(6) For the purpose of insuring maximum security to the Naval Establishment from undesirables, Form B. N. P. 944 shall be used in reporting investigations of candidates, and shall accompany all applications. Form B. N. P. 944 is considered to have been properly submitted when the remark "Satisfactory" can be entered under each item, or other remarks as may be found necessary, and the whole subscribed to by the officer or officers designated to make the investigation. For detailed instructions in the use of this form see paragraph (3) hereof.

H-2104. OFFICERS, CADETS, AND MIDSHIPMEN—BY WHOM APPOINTED AND TERM OF SERVICE.

(1) Persons appointed to commissioned grades in the Naval Reserve shall be commissioned by the President to serve during the pleasure of the President.

(2) Persons appointed to warrant grades shall be warranted by the Secretary of the Navy to serve during the pleasure of the Secretary of the Navy. Unless justified by exceptional circumstances, appointments to warrant grades will not be made during peace times, except in the Merchant Marine Reserve.

(3) Cadets, Merchant Marine Reserve, and midshipmen, U. S. Naval Reserve, shall be appointed to serve during the pleasure of the Secretary of the Navy. Such appointments will be made in accordance with instructions issued by the Chief of Naval Personnel.

(4) Officers above the grade of lieutenant commander will be procured in accordance with article H-3503.

H-2105. APPOINTMENTS OF OFFICERS—RESPONSIBILITY FOR.

(1) The Bureau of Naval Personnel is charged with the approval or disapproval of applications for appointment in the Naval Reserve and may recommend such applicants as meet its requirements to the Secretary of the Navy for commission or appointment. In making its recommendations, due consideration will be given by the Bureau of Naval Personnel to the recommendations of the Commandant of the naval district through whom the application is submitted, to the recommendations of the Bureau or Office of the Navy Department having cognizance of the specialty for which appointment is sought, as to professional

qualifications, and to the recommendations of the Bureau of Medicine and Surgery as to physical qualifications.

(2) Commandants of naval districts are charged with the responsibility of procuring and recommending candidates for appointment as officers of all classes of the Naval Reserve under general instructions of the Bureau of Naval Personnel, except those who are commissioned after graduation from the Naval R. O. T. C. units and other training activities directly under the Bureau's supervision.

(3) Officers of the Organized Reserve will be procured only to fill vacancies in units of the Organized Reserve and allowed quotas.

(4) Officers of the Volunteer Reserve (General Service) will be procured within quotas.

(5) Officers of the Volunteer Reserve (Special Service) will be procured within quotas, to fill assigned mobilization stations, both within and without the naval district.

(6) Commandants of naval districts are responsible for the procurement of officers of the Merchant Marine Reserve, in accordance with instructions issued by the Bureau of Naval Personnel.

H-2106. PROCEDURE IN MAKING APPLICATION FOR APPOINTMENT.

(1) Applications for appointment as commissioned officers in the Naval Reserve shall be submitted on Form B. N. P. 953 by applicants for the following:

(a) Organized Reserve.

(b) Volunteer Reserve, except Naval R. O. T. C. graduates.

(c) Merchant Marine Reserve, except classes D-M, E-M, and DE-M employed afloat (art. H-2401).

Applications for appointment in class I-V(S) shall be accompanied by Form ONI No. 1 (f), in duplicate. Applications from Naval R. O. T. C. graduates for commission shall be submitted in accordance with the Regulations for Administration and Training of the Naval Reserve Officers Training Corps.

(2) All applications must show and be signed with the full legal names of applicants and be forwarded to the Bureau of Naval Personnel, via (1) the Bureau of Medicine and Surgery, and whenever pertinent, via (2) the bureau or office of the Navy Department concerned. They must be accompanied by or include the following:

(a) Evidence of citizenship as shown below.

If native born:

- (1) A duly verified copy of a public or church record of birth, or
- (2) The affidavit, under oath, of the physician, midwife, or other persons present at the birth.
- (3) In cases where neither (1) nor (2) can be obtained by the candidate, the affidavit of either parent.
- (4) In cases where the candidate certifies that no one of the above is obtainable, the affidavits (under oath) of two reputable citizens acquainted with him. Each of these affidavits should state the facts within the knowledge of the deponent upon which he bases his statements as to the citizenship of the candidate, as for example, that he has known the candidate since birth, that he knew his parents, or as the case may be.

If foreign born:

- (5) Certificate of naturalization, under the seal of the court in which naturalized.
- (6) Certificate of naturalization, under the seal of the court in which naturalized, of the parent during the minority of the

candidate, together with the affidavit of a parent that the candidate is the child of the parent whose certificate of naturalization is submitted.

- (7) In special cases where the candidate certifies that neither (5) nor (6) is obtainable, the affidavits of two reputable citizens acquainted with him (see par. 4, under native-born citizens). As every naturalization is a matter of record in some court, these affidavits will be accepted only in very exceptional cases, and on the understanding that the candidate shall later submit a proper certificate of naturalization.
- *(b) Properly authenticated transcript of educational qualifications. When high-school subjects presented for entrance to college are included in the college transcript, separate transcript of high-school record is not required.
 - (c) Fingerprint Records, B. N. P. 680.
 - *(d) Three or more letters of recommendation, and at least three references of individuals who are prominent in the community, who may be personally contacted for information regarding applicant. These letters and references should serve to furnish information as to the applicant's moral, mental and professional qualifications. In case the candidate is an enlisted man, a transcript of service record and recommendation of his commanding officer, in addition to other letters of recommendation.
 - (e) Report of physical examination, Bureau M. & S. Form Y, except the report of candidates for classes A-O, A-V(G) and A-V(T) shall be on Form N. M. S. Aviation No. 1.
 - (f) Two recent photographs of the applicant's head and shoulders, one profile and one full-face, each about 2½ inches by 2½ inches.
 - (g) Statement as to prior military or naval service.
 - (h) Statement as to receipt or nonreceipt of pension, compensation, or retired pay from the Government of the United States.
 - *(i) Statement from employer or responsible authority as to availability for active duty on mobilization, when the conditions specified in article H-2102 (3) apply.
 - *(j) Statement from Commandant as to the character of mobilization assignment for which candidate is qualified and is required.
 - *(k) Statement from Commandant as to vacancy in quota.
 - (l) Report of interview by Commandant or officers designated by Commandant to interview the candidate. This report should afford reviewing officers a clear picture of the applicant's prospective value as a Naval Reserve officer, with special reference to officer-like qualities as distinguished from technical or professional qualifications, which latter are otherwise reported upon.
 - (m) Copy of report of investigation, on Form B. N. P. 944. (See art. H-2103 (6)).
 - (n) Statement from applicant for appointment in Supply Corps that he accepts the provisions of article H-1906 and will, if appointed, file partially executed bond, signature cards, and application for bond.
 - (o) Except as indicated below, an agreement to complete a correspondence course in Navy Regulations and Customs within 2 years after appointment. Candidates for appointment in the Fleet Reserve,

*These items not required with applications for appointment in classes D-M, E-M, and DE-M.

ex-officers of the regular Navy or Marine Corps, candidates for appointment in the Merchant Marine Reserve, aviation cadets, officers of class A-V(N), graduates of the United States Naval Academy, graduates of the Naval R. O. T. C. units, Ensigns Volunteer Reserve (probationary), and staff officers under agreement to enroll in appropriate correspondence course for their corps, will not be required to execute the foregoing agreement.

(3) Applications for appointment in class A-V(S) or A-V(T) shall be submitted on Bureau of Naval Personnel Form B. N. P. 953 and in addition to the above must be accompanied by:

(a) Duly certified statements of total pilot time, with types of aircraft and pilot time for past 12 months (required for class A-V(T) only).

(b) Brief résumé (in applicant's own handwriting) of flying, aviation engineering, and business experience (including experience in aerial navigation and radio communication, if any), and any other information which may assist the Department in evaluating special qualifications.

(4) Applications for appointment as deck and/or engineer officers in the Merchant Marine Reserve shall be made on Bureau of Naval Personnel Form B. N. P. 945, in accordance with instructions issued by the Bureau of Naval Personnel. Applications will be accompanied by items listed in subparagraph (2) hereof with exceptions as noted therein.

***H-2107. AGES FOR ORIGINAL APPOINTMENTS AS OFFICERS.**—The limiting ages for original appointments in the Naval Reserve are prescribed as follows:

Grade	Age limits in years			
	Organized Reserve	Volunteer, general	Volunteer, special	Merchant Marine
Commander.....			45-58	
Lieutenant commander.....			37-50	30-54
Lieutenant.....			33-44	27-52
Lieutenant (jg).....	21-35	21-35	27-38	24-50
Ensign.....	19-28	19-28	19-38	19-44
Ensign (probationary).....		19-26		
Ensign, H-V (P).....			19-30	
Warrant and commissioned warrant officers.....		21-44	21-44	21-44

Upper age limits are to the nearest birthday.

Minimum age for appointment of Naval R. O. T. C. graduates as Ensigns, U. S. N. R., is prescribed in the Regulations for Administration and Training of the Naval R. O. T. C.

In general, an officer will not be appointed when his age is such that he will retired or discharged for age in grade within 4 years of such appointment.

Section 2. REQUIREMENTS FOR ORIGINAL APPOINTMENTS OF OFFICERS, ORGANIZED RESERVE, AND VOLUNTEER RESERVE (GENERAL SERVICE)

H-2201. OFFICERS OF CLASSES D-O, DE-O, E-O, D-V(G), DE-V(G), E-V(G), AND C-V(G).

(1) Officers of classes D-O, DE-O, and E-O required for battalions and divisions of the Organized Reserve and officers of the Volunteer Reserve (Gen-

*Upper age limits for original appointments below the grade of commander, suspended for duration of the war.

eral Service), classes D-V(G), DE-V(G), E-V(G), and C-V(G) shall be appointed from the following sources:

- (a) Graduates of the Naval Reserve Officers' Training Corps.
- (b) Officers of the Naval Militia appointed in accordance with provisions of article H-1907(3).
- (c) Graduates of the U. S. Naval Academy and ex-officers of the Regular Navy whose resignations from the Navy were accepted under honorable conditions.
- (d) Probationary ensigns, Naval Reserve midshipmen, enlisted men of the Naval Reserve, and others who qualify by physical and professional examinations.

(2) Appointments of officers of classes D-O, DE-O, E-O, D-V(G), DE-V(G), E-V(G), and C-V(G) shall be in the rank of ensign, or such higher rank not above lieutenant commander, as they may have held in the Regular Navy.

H-2202. AVIATION OFFICERS, CLASSES A-O AND A-V(G).

(1) Aviation officers, class A-O required for aviation squadrons of the Organized Reserve, and aviation officers of the Volunteer Reserve (General Service), class A-V(G); shall be appointed from the following sources:

- (a) Naval Reserve aviation cadets holding designations as naval aviators and officers of class A-V(N) transferred to inactive duty.
- (b) Graduates of the U. S. Naval Academy and ex-officers of the Regular Navy who have been designated as naval aviators and whose resignations from the Navy were accepted under honorable conditions.

(2) Appointments of aviation officers, classes A-O and A-V(G) shall be in the rank of ensign or such higher rank not above lieutenant commander, as they may have held in the Regular Navy. Candidates for appointment in or transfer to Class A-O must have completed the course prescribed by the Bureau of Naval Personnel for naval aviators. Candidates for appointment must take a physical examination to determine their physical and psychological qualification for duty as pilots of naval aircraft.

H-2203. AVIATION OFFICERS, CLASS A-V(N).—Aviation officers of class A-V(N) required for the aeronautic organization of the Navy shall be appointed in accordance with the provisions of Chapter 10 hereof.

H-2204. MEDICAL OFFICERS, CLASSES MC-O AND MC-V(G).

(1) Medical officers, classes MC-O and MC-V(G), may be appointed upon presentation of satisfactory credentials as set forth in paragraph (2) hereof, which may be accepted in lieu of a professional examination.

(2) Candidates must submit the following credentials, in addition to usual credentials required for commission in the Naval Reserve, in order to establish their professional qualifications for appointment.

- (a) Certificate of graduation from a class A medical school, indicating date of graduation, signed by the dean or registrar. (Graduates of medical schools not listed as class A by the Council on Medical Education and Hospitals of the American Medical Association shall be required to submit certification of graduation, including date, signed by the dean or registrar of the medical school, and to demonstrate their professional qualifications by such written, oral, and practical examinations as may be prescribed by the Bureau of Medicine and Surgery.)
- (b) Except in the cases of applicants for appointments as lieutenant (junior grade), a certificate from the president or secretary of a state or local medical society to the effect that the applicant is a

member in good standing. Such certificate shall be furnished before a lieutenant (junior grade) may be considered for promotion.

- (c) Except in the cases of applicants for appointments as lieutenant (junior grade), a certificate of license to practice medicine. Such certificate shall be furnished before a lieutenant (junior grade) may be considered for promotion.
- (d) A certificate from proper hospital officials indicating type and duration of internship.
- (e) If the candidate has had hospital service or special educational or professional advantages, other than in internship, certificates to this effect, signed by proper authorities, shall be forwarded.

(3) Appointments are made as assistant surgeons with the rank of lieutenant (junior grade) or such higher grade and rank, not above lieutenant commander, as they may have held in the Medical Corps of the Regular Navy.

H-2205. DENTAL OFFICERS CLASS DC-V(G).

(1) Dental officers, class DC-V(G), may be appointed upon presentation of satisfactory credentials as set forth in paragraph (2) hereof, which may be accepted in lieu of a professional examination.

(2) Candidates must submit the following credentials, in addition to usual credentials required for commission in the Naval Reserve, in order to establish their professional qualifications for appointment.

- (a) Certificate of dental education, giving name of school, date of graduation, signed by the dean or registrar.
- (b) A certificate from the president or secretary of a national, state, or local dental society to the effect that the applicant is a member in good standing.
- (c) A certificate of license to practice dentistry.

(3) Appointments are made as assistant dental surgeons with the rank of lieutenant (junior grade) or such higher grade and rank not above lieutenant commander, as they may have held in the Dental Corps of the regular Navy.

H-2206. SUPPLY OFFICERS, CLASSES SC-O AND SC-V(G).

(1) Supply officers, classes SC-O and SC-V(G), shall be appointed from the following sources:

- (a) Officers of other classes, Naval Reserve midshipmen and enlisted men of the Naval Reserve, who qualify by physical and professional examinations.
- (b) Former officers of the Navy or graduates of the U. S. Naval Academy.
- (c) Appointments of supply officers, classes SC-O and SC-V(G) shall be in the grade of assistant paymaster with the rank of ensign, or such higher grade and rank not above lieutenant commander as they may have held in the Supply Corps of the regular Navy.

(2) The following are the requirements for appointment as ensign SC-V(G), U. S. N. R.

- (a) Candidates must be mentally, morally, and physically qualified for general service.
- (b) Candidates must hold a degree from a recognized university or have the equivalent of a college education. A full statement of education, including names of institutions, periods of schooling, and degrees, if any, should be included in the application for appointment.
- (c) Letters from instructors, associates, and employers as to moral character, standing in community and professional ability should be submitted with application. Letters from employers should also show

in detail the character^e and scope of duties performed by the applicant.

(d) Candidates must meet age requirements under article H-2107.

(e) Each candidate must have completed the Bureau of Supplies and Accounts correspondence course and have passed the physical and professional examination.

H-2207. CHAPLAINS, CLASS CHC-V(G).

(1) Candidates for appointment in this class are required to meet the conditions demanded of candidates for the Chaplain Corps of the Navy. They must be endorsed by the official authorities of the religious bodies represented. All applications are scrutinized by the Bureau of Naval Personnel as to educational preparation (college or university B. A. degree and, in addition, 3 years theological seminary training), practical experience, and proper ecclesiastical endorsement.

(2) Original appointments are made only in the rank of lieutenant (junior grade) or such higher grade or rank, not above that of lieutenant commander, as the candidate may have held in the Regular Navy.

H-2208. PROBATIONARY ENSIGNS, VOLUNTEER RESERVE (GENERAL SERVICE).

(1) Men within the age limits prescribed in article H-2107 who are morally, mentally, and physically qualified for commission and who hold degrees from recognized colleges or universities, may be appointed by the Secretary of the Navy in the Volunteer Reserve for General Service in a probationary status, with a view to their qualifying by examination for reappointment in appropriate General Service classification for which qualified on or before the expiration of the probationary period.

(2) Candidates shall make application on Bureau of Naval Personnel Form B. N. P. 953, as provided in article H-2106 and shall, in addition, execute an agreement to take correspondence courses appropriate to their corps or class and otherwise prepare for examination for permanent appointment on or before the expiration of the probationary period. Failure to carry out the terms of such agreement will be sufficient grounds for their discharge from the Naval Reserve.

(3) Such probationary appointments will be made in classes D-V(P), E-V(P), DE-V(P), and SC-V(P).

(4) Upon completion of the probationary period, or prior to the expiration of such period, upon request of the officer concerned, the Bureau of Naval Personnel will authorize professional and physical examinations for reappointment as ensign, and assignment to the Organized Reserve or to the Volunteer Reserve (General Service). If found qualified, a new commission with date of precedence as of the date of qualification will be issued. The new commission will automatically supersede the probationary commission. Service under probationary commissions will not count toward the required service in grade for promotion to lieutenant (junior grade). If found not qualified, or if request for such examination is not submitted within the probationary period, the officer will be discharged.

H-2209. WARRANT OFFICERS, VOLUNTEER RESERVE (GENERAL SERVICE).

(1) When appointments of warrant officers are authorized in the Naval Reserve in accordance with article H-2104, the following instructions shall govern such appointments in the Volunteer Reserve (General Service):

(a) Warrant officers may be appointed in the Naval Reserve in the following warrant grades: Boatswain, carpenter, electrician, gunner, machinist, radio electrician, pay clerk, and pharmacist.

- (b) Qualified enlisted personnel of the Naval Reserve (except members of the Fleet Reserve transferred thereto after 16 or 20 years' service in the Navy) and qualified civilians who pass the required examinations, will be eligible for appointment.
- (c) The general requirements are as set forth in part D, chapter 6, Bureau of Naval Personnel Manual, and such other requirements as to qualifications and examinations as may be specified by the Bureau of Naval Personnel from time to time.
- (d) Candidates must have been in the Naval Reserve for a period of at least 8 years on the date set for the examination (time served in the Regular Navy may be counted for this purpose, if the total time in the Naval Reserve and the Regular Navy is continuous) and have an average mark in proficiency for that period of not less than 3.4. They must have been serving as chief petty officer or petty officer first class in the Naval Reserve for a period of at least 1 year prior to the date set for the examination in the appropriate branch. Only chief pharmacists' mates are eligible for appointment as pharmacists. Candidates must have been on active duty in the rating of petty officer first class or chief petty officer for a period of 6 months prior to the date on which the examination is to be held, or must have been actively associated with an organization of the Organized Reserve for 8 years.
- (e) Candidates must be within the age limits prescribed in article H-2107, Bureau of Naval Personnel Manual.

(2) Applications of candidates on active duty in the Navy shall be forwarded and handled in the same manner as candidates in the Regular Navy. Applicants from civil life shall forward their applications via the commandants of their naval districts in the same manner as prescribed in article H-2106, Bureau of Naval Personnel Manual.

Section 3. REQUIREMENTS FOR ORIGINAL APPOINTMENT OF OFFICERS, VOLUNTEER RESERVE (SPECIAL SERVICE)

H-2301. EDUCATIONAL AND PROFESSIONAL REQUIREMENTS APPLICABLE TO ALL CLASSES.

(1) A candidate for appointment in the Volunteer Reserve (Special Service) must hold a professional or scientific degree from a recognized institution which indicates qualification for the appointment desired, or

(2) Must have a minimum of 2 years' college credits normally leading to a degree, or have professional experience in lieu of a degree, and have gained such professional prominence as to be considered especially qualified for a specific mobilization assignment. Graduation from a State maritime academy is acceptable in lieu of the requirement of 2 years' college credits.

(3) Special Service officers may be appointed in ranks commensurate with their age, professional experience, and attainments for definite mobilization assignments. The rank in which a candidate may be so appointed shall not be greater than that determined by the vacancy in a mobilization quota which it is desired to fill.

H-2302. DECK OFFICERS, VOLUNTEER RESERVE (SPECIAL SERVICE).

(1) Deck officers, class D-V(S) required to fill quotas shall be appointed from the following sources.

- (a) Graduates of the Naval R. O. T. C. or Naval Science students who have completed the Naval R. O. T. C. course satisfactorily.

- (b) Graduates of the U. S. Naval Academy.
- (c) Officers of other classes and qualified civilians.

(2) A candidate for appointment in class D-V(S) must have had such prior naval or other suitable experience as to qualify him for administrative or other specialized duties ashore; or at sea as pilot, or duty in connection with district patrol craft. Seagoing experience is desirable but not essential in connection with such appointments for mobilization assignments ashore. Candidates must qualify under one or more of the following qualifications:

- (a) One who has had administrative experience in responsible position.
- (b) One who could be utilized on the shore end of the Naval Transportation Service.
- (c) One who could be used in recruiting, concentration camps, or at officers' schools.
- (d) One who could be used in an administrative position at district headquarters, or elsewhere, or for coding and courier duties.
- (e) One who could be used in a recruiting office.
- (f) One who has had hydrographic or oceanographic experience.
- (g) One who is a specialist in such instruments as compasses, etc.
- (h) One who holds pilot's licenses
- (i) One who has had deep-sea yachting experience, and who holds a deck officer's license.

The rank assigned an applicant will depend on his age, previous experience, prominence, and general qualifications for mobilization station to which he is to be assigned. The rank must be appropriate to the duties to be performed. The commandant will consider all the above factors in submitting his recommendations to the Bureau of Naval Personnel.

H-2303. ENGINEER OFFICERS, VOLUNTEER RESERVE (SPECIAL SERVICE).

(1) Engineer officers, class E-V(S) and E-V(RS), required to fill quota, shall be appointed from the following sources:

- (a) Graduates of the Naval Reserve Officers Training Corps.
- (b) Graduates of the U. S. Naval Academy.
- (c) Officers of other classes and qualified civilians.

(2) Candidates for appointment in this class are required to have a minimum of engineering experience as indicated below:

- (a) A candidate for ensign shall be qualified by education or experience to practice his profession and shall have practiced his profession for at least 1 year.
- (b) A candidate for lieutenant (junior grade) shall have been in active practice of his profession for at least 4 years and shall have shown progress.
- (c) A candidate for lieutenant shall have been in active practice of his profession for at least 6 years and in responsible charge of important work for at least 1 year.
- (d) A candidate for lieutenant commander shall have been in active practice of his profession for at least 10 years and in responsible charge of important work for at least 5 years.

(3) In addition to the general requirements for class E-V(S), candidates for appointments in class E-V(RS) must have had sufficient experience in the field of electrical engineering as applied to radar equipment to enable them, with a minimum amount of instruction, to supervise the care, operation, and maintenance of such equipment.

H-2304. AVIATION SPECIAL SERVICE OFFICERS, CLASS A-V(S), AND A-V(RS).

(1) In addition to the general requirements for commission in the special service classes of the Naval Reserve, candidates for appointment in class A-V(S) are required to have had engineering or administrative experience in aeronautics or to have special qualifications particularly desired by the Chief of the Bureau of Aeronautics for mobilization billets in the aeronautical organization of the Navy.

(2) The rank in which a candidate is commissioned will depend on age, his prominence in his field, and his experience. It must be appropriate to his mobilization assignment.

(3) Application for appointment in class A-V(S) should be submitted on special application form B. N. P. 953, accompanied by the documentary data as specified in Article H-2106 (3) (a) and (b).

(4) In addition to the general requirements for commission in class A-V(S), candidates for appointment in class A-V(RS) must have had sufficient experience in the field of electrical engineering as applied to radar equipment to enable them, with a minimum amount of instruction, to supervise the care, operation, and maintenance of such equipment.

H-2305. CIVILIAN AVIATION PILOTS VOLUNTEER RESERVE (SPECIAL SERVICE), CLASS A-V(T).

(1) Appointments to commissioned grade of civil aviation pilots, including pilots of lighter-than-air craft, may be made in class A-V(T) upon the recommendation of district commandants, within quotas. Applicants for appointment in class A-V(T) shall submit applications on Form B. N. P. 953 complete with substantiating documentary evidence, as specified in Article H-2106 (3) (a) and (b), to the commanding officer of the nearest Naval or Naval Reserve aviation activity of the naval district in which they reside, who will then forward the applications to the Commandant of the district with his recommendation.

(2) In general, original appointments to commissioned grade in class A-V(T), will be made in the grade of ensign, although in certain cases where the applicant possesses unusual qualifications, the Bureau may recommend appointment in the higher grades. Appointments in this class will be based upon the professional, technical, and administrative attainments of applicant and his general experience in aeronautical pursuits, as indicated in the credentials submitted with his application.

(3) Class A-V(T) will be composed of licensed civilian pilots who possess the following minimum qualifications:

- (a) Must be between the ages of 21 and 40 at time of original appointment.
- (b) Must hold an effective commercial pilot's license; or, in lieu thereof, an effective private pilot's license, in which case he must have acquired a minimum of 300 hours' pilot time in aircraft of 100 horsepower or over.
- (c) Must be physically and psychologically qualified to pilot naval aircraft and for appointment in the Naval Reserve.
- (d) Must be actively engaged in the piloting of aircraft and must have had not less than 100 hours certified pilot time within the previous 12 months.
- (e) Must occupy a position of trust and responsibility.
- (f) Must possess at least 2 years of college credits or have sufficient background in the pursuit of his profession to have obtained the equivalent thereof.

(4) Previous military or naval experience is a desirable factor which will be taken into consideration. The lack of this training, however, will not be considered disqualifying.

(5) Former aviators of the Army, Navy, Marine Corps, or Coast Guard, may, at the discretion of the Bureau of Naval Personnel, be commissioned in the same grade in class A-V(T) which they previously held in the above named services, not above lieutenant commander, provided they hold commercial pilot's certificate and are otherwise qualified as herein previously required.

(6) Officers receiving appointment to commissioned grade in this class shall be required to remain licensed pilots in good standing and to perform a minimum of 100 hours flying time per year.

(7) Applications for appointment should be filed on the application blanks (B. N. P. 953) provided by the Bureau of Naval Personnel for commission in aviation special service classes and must show the following:

(a) Certified statement of flight time as follows:

(1) Total pilot time with types of aircraft.

(2) Total pilot time during preceding 12 months, with types of aircraft.

(b) Educational record as required by article H-2106 (2) (b).

(c) Three letters of recommendation from business associates giving information relative to present occupation.

(d) General résumé of flying experience, including experience in aerial navigation and radio communication; and any other information which may assist the Department in evaluating special qualifications. This résumé must be in the handwriting of the applicant.

(e) Type of certificate of competency held, including number and date of expiration.

H-2306. COMMUNICATION OFFICERS, VOLUNTEER RESERVE, CLASSES C-V(G), C-V(S), C-V(L), AND C-V(X).—Officers will be procured in four classes. C-V(G), C-V(S), C-V(L), and C-V(X), for communication duties. In addition to the general requirements for all special service officers, the following special requirements are prescribed:

(a) *Class C-V(G)—General line communication officers.*—This class is procured from civilians or Naval Reserve personnel, or from personnel formerly of the Regular Navy, who are qualified both in radio and visual communications, as well as in prescribed deck duties, and who upon mobilization would be available immediately for Naval Communication duties aboard ship. It is expected that officers of this class will engage in the peacetime training and administration of the Naval Communication Reserve, and participate in drills, as regularly as practicable, in order to maintain their proficiency in communications.

(b) *Class C-V(S)—Communication specialist officers.*—This class is procured from civilians or Naval Reserve personnel, who are qualified in some branch of military or commercial communications such as radio, telegraph, telephone, underwater sound, various forms of visual signaling, traffic, cable operation, or any other form of communication operation. It is expected that officers of this class will engage actively in the peacetime training and administration of the Naval Communication Reserve, and participate in drills regularly.

(c) *Class C-V(L)—Communication industry liaison officers.*—This class is procured for liaison duties from among personnel of United States commercial communication organizations (telephone, telegraph, cable, sound, and radio), commercial air lines, communication experts of the Government (such as those under the Federal Communications Commission and the Civil Aeronautics Authority)

or other communication experts of national prominence. They may be appointed direct from civilian life or transferred to this class from other classes of the Naval Reserve. Officers of class C-V(L) will normally be mobilized initially for communication industry liaison in the position and location of their civilian employment. Officers of this class should maintain the affiliations which justify their assignment to this class. When such affiliations are not maintained, they should be transferred to another class or be discharged, as appropriate.

- (d) *Class C-V(X)—Communication security officers.*—This class is procured from civilians, or Naval Reserve personnel, who have particular aptitude for, or ability in cryptography, or cryptanalysis, or radio direction finding, or some other type of communication intelligence or communication security.

H-2307. COMMUNICATION OFFICERS, VOLUNTEER RESERVE—SPECIAL QUALIFICATIONS.—For all classes, article H-2306 above, special consideration will be given to:

- (a) The record of communication experience and special professional qualifications;
- (b) Membership in professional societies;
- (c) Experience in military or naval communication;
- (d) Civilian position and occupation; and
- (e) Integrity of applicant from standpoint of communication security.

H-2308. INTELLIGENCE OFFICERS, VOLUNTEER RESERVE (SPECIAL SERVICE), CLASS I-V(S).

(1) In addition to the general requirements for all Special Service officers, the acceptability of applicants for intelligence duty will be based on the degree to which they fulfill the special requirements for that duty.

(2) Of particular importance in considering applications for intelligence duty is the high degree of trust which may be given them in regard to confidential matter. Qualities which support the security of such matters are essential. Such officers are also expected to accept peacetime assignments which involve purely voluntary cooperation and application in training programs, whose success depends on self-initiative and a very high sense of loyalty. The keenest minds and most loyal spirit are essential.

(3) Special instructions in regard to the requirements of this class are indicated on ONI No. 1 (f) which each candidate is required to submit and subscribe to in duplicate. One copy of this Form (ONI No. 1 (f)) will be forwarded with Form B. N. P. 953. The other copy will be retained by the district intelligence officer (NIS file (confidential)). Both copies will be kept up to date in accordance with instructions issued by the Chief of Naval Operations. Other special instructions regarding this class will be issued by the Chief of Naval Operations (ONI) in accordance with the policy indicated in articles H-5202 and H-5204.

(4) Candidates for this class not only require the qualifications common to all Reserves but also suitability for the several activities which are in general identical with:

- (a) Broadness of outlook.
- (b) Familiarity with public events.
- (c) Knowledge of international affairs and trends.
- (d) Social understanding and easy contact.
- (e) Imagination.
- (f) Absolute reliability.

- (g) Tact, force, enterprise, perseverance, highest loyalty.
- (h) An intellectual background suitable to the Service requirements.
- (i) Versatility, adaptability.
- (j) Clear-cut Americanism.
- (k) Technical, personal, or professional ability which supports one or more of the several activities involved.
- (l) Sobriety under the severest strain.
- (m) Unimpeachable record.

(5) Intelligence Reserve applicants are required to obtain letters of recommendation which positively indicate the qualities which they must have to aspire to a particular activity in the Intelligence Service. Perfunctory letters in the common style of good fellowship are not acceptable. Letters which indicate abilities, application, accomplishment, imagination, conduct, endurance, initiative, intelligence, versatility, loyalty, sound and tested Americanism, and sobriety under strain, give facts of value and are the types of letters desired.

(6) An applicant who is favorably reported upon after a check and investigation will usually be placed on a waiting list unless his early commissioning is specifically desired. If placed on the waiting list, he will be regarded as a subject for such further check as appears warranted.

H-2309. ORDNANCE OFFICERS, VOLUNTEER RESERVE (SPECIAL SERVICE), CLASS O-V(S) AND O-V(RS).

(1) Candidates for appointment in this class will in general be drawn from the faculties of universities and technology institutes, from ex-naval officers with general ordnance experience, from research and experimental organizations, from administrative engineering or technical staffs of manufacturing companies, from graduates of the United States Naval Academy and Naval R. O. T. C., and from graduates of technical institutions of learning or other institutions which confer degrees which indicate the candidate's qualifications to perform duties under the Bureau of Ordnance.

(2) Candidates who have attended universities, but who have not graduated, who have had at least 2 years' experience in industry, business, or profession in addition to their academic credits, when their experience indicates that they will be of sufficient value to the Bureau of Ordnance to offset the lack of a technical or academic degree, may be considered as fulfilling the requirements of article H-2301 (2).

(3) They must possess technical or scientific knowledge necessary to the supervision of design, manufacture, or test of ordnance material, the development of new material, or the application of inventions, new discoveries, and commercial practices to the problems of ordnance design and manufacture.

- (a) Candidates for appointment to the ranks of lieutenant and lieutenant (junior grade) must have outstanding reputations, considering their ages, or must show promise of attaining eminence in their professions, or must possess unusual technical knowledge or ability such as to make their services highly valuable to the Bureau of Ordnance.
- (b) Candidates for appointment to the rank of lieutenant commander must be scientists or engineers of outstanding reputation in their professions, or executives of demonstrated ability in handling large organizations.

(4) In addition to the general requirements for appointment in class O-V(S), candidates for appointment in class O-V(RS) must have had sufficient experience in the field of electrical engineering as applied to radar equipment to enable them, with a minimum amount of instruction, to supervise the care, operation and maintenance of such equipment.

H-2310. LEGAL OFFICERS, VOLUNTEER RESERVE (SPECIAL SERVICE), CLASS L-V(S).

(1) The following professional and special qualifications are considered as the basis for eligibility for appointment in this class:

- (a) The candidate must hold a degree in law.
- (b) He must be a member, in good standing, of a State bar, or its equivalent.
- (c) He must be especially fitted for the particular position to which he will probably be assigned in the event of emergency.
- (d) Candidates for appointment must have outstanding reputation considering their ages, or must show promise of attaining eminence in their profession.

(2) In determining the rank to be assigned, the following are considered as the minimum of practical experience in the legal profession:

- (a) For ensign, 2 or more years.
- (b) For lieutenant (junior grade), 4 or more years.
- (c) For lieutenant, 7 or more years.
- (d) For lieutenant commander, 10 or more years.

H-2311. MEDICAL OFFICERS, VOLUNTEER RESERVE (SPECIAL SERVICE), CLASS MC-V(S).

(1) Medical officers, Volunteer Reserve (Special Service), class MC-V(S), required for special shore duty within the continental limits of the United States and for service with base hospital groups and in hospital ships may be appointed upon presentation of satisfactory credentials which may, except as otherwise indicated in paragraph (2) (a), be accepted as qualifying the candidate for appointment without a professional examination.

(2) A candidate for appointment in this class must present the following credentials as to education and professional qualifications:

- (a) Certificate of graduation from a class A medical school, indicating date of graduation, signed by the dean or registrar. (Graduates of medical schools not listed as class A by the Council on Medical Education and Hospitals of the American Medical Association shall be required to submit certification of graduation, including date, signed by the dean or registrar of the medical school, and to demonstrate their professional qualifications by such written, oral, and practical examinations as may be prescribed by the Bureau of Medicine and Surgery.)
- (b) Except in the cases of applicants for appointments as lieutenant (junior grade), a certificate from the president or secretary of a State or local medical society to the effect that the applicant is a member in good standing. Such a certificate shall be furnished before a lieutenant (junior grade) may be considered for promotion. An exception may also be permitted in the cases of applicants engaged in medical research, whose services are required, and of applicants who are actively employed in a medical specialty in a recognized hospital, research or teaching institution, and who submit evidence substantiating same.
- (c) Except in the cases of applicants for appointments as lieutenant (junior grade) a certificate of license to practice medicine. Such certificate shall be furnished before a lieutenant (junior grade) may be considered for promotion. An exception may also be permitted in the cases of applicants engaged in medical research, whose services are required, and of applicants who are actively employed in a medical specialty in a recognized hospital,

research or teaching institution, and who submit evidence substantiating same.

- (d) A certificate from proper hospital officials indicating type and duration of internship.
- (e) If the candidate has had hospital service or special educational or professional advantages, other than internship, certificate to this effect, signed by proper authorities, shall be forwarded.
- (f) Evidence of qualification in specialty; or a statement of time spent in general practice (minimum, 1 year).

(3) The certification by the district medical officer or other designated medical officer as to their qualifications and professional standing may be accepted in lieu of letters or certificates from two or more persons, etc., certificate of medical education, certificate from the president or secretary of State or local medical society, certificate of license to practice medicine, certificate as to hospital service, etc., and professional examination in the cases of candidates for appointment in this class.

(4) The grade and rank in which candidates for class MC-V(S) are appointed will be determined by the candidate's age, professional standing, and academic seniority. These must be appropriate to the duties of the mobilization assignment.

H-2312. DENTAL OFFICERS, VOLUNTEER RESERVE (SPECIAL SERVICE), CLASS DC-V(S).

(1) Dental officers, Volunteer Reserve (Special Service), class DC-V(S) may be appointed within quotas upon presentation of satisfactory credentials, which may be accepted as qualifying the candidate for appointment without professional examination.

(2) A candidate for appointment in this class must present the following credentials as to education and professional qualifications:

- (a) Certificate of dental education, giving name of school, date of graduation, signed by the dean or registrar.
- (b) A certificate from the president or secretary of a National, State, or local dental society to the effect that the applicant is a member in good standing.
- (c) A certificate of license to practice dentistry.
- (d) Evidence of qualification in specialty; or a statement of time spent in general practice (minimum, 1 year).

(3) The grade and rank in which candidates for class DC-V(S) are appointed will be determined by the candidate's age, professional standing, and academic seniority. These must be appropriate to the duties of the mobilization assignment.

H-2313. SUPPLY OFFICERS, VOLUNTEER RESERVE (SPECIAL SERVICE), CLASS SC-V(S).

(1) This class is composed of specialists in the various branches of Supply Corps work—purchase and supply, finance, accounting, transportation, food-stuffs, textiles, and fuel, who are appointed upon the recommendation of commandants of naval districts and the Bureau of Supplies and Accounts for specific duties in the war organization of the Navy.

(2) As a basis for recommending the appointments of candidates for this class, in addition to requirements already generally laid down, the following are considered and are to be included in the application or submitted therewith:

- (a) Record of education—degrees held and membership in recognized professional institutions (a complete statement of all education, including periods of schooling, names of institutions, and degrees, if any, received, to be included in application).

- (b) Record of experience; standing in profession or business.
- (c) Standing in community.
- (d) Record of prior military or naval service.
- (e) Personal qualifications as an officer as determined by the Commandant from interview.
- (f) Probable assignment in war organization, for which candidates must be especially fitted.
- (g) Letters concerning the above from instructors, associates and employers. Letters from employers should also show in detail the character and scope of duties performed by the applicant.

(3) In determining the rank to be assigned, the periods of practical experience in a profession or business or allied activity set forth below are regarded as minimum requirements. Practical experience does not, however, of itself determine assigned rank since other factors must also be taken into consideration.

For ensign.....	2 or more years.
For lieutenant (junior grade).....	4 or more years.
For lieutenant.....	7 or more years.
For lieutenant commander.....	10 or more years.

Rank assigned must be appropriate to the duties of the mobilization assignment.

H-2314. CHAPLAINS, VOLUNTEER RESERVE (SPECIAL SERVICE), CLASS CHC-V(S).—Candidates for appointment in this class are required to meet the conditions demanded of candidates for the Chaplain Corps of the Navy. They must be endorsed by the official authorities of the religious bodies represented. All applications are scrutinized by the Bureau of Naval Personnel as to educational preparation (college or university B. A. degree and, in addition, 3 years' theological seminary training), practical experience and proper ecclesiastical endorsement. The ability, records, and professional standing are given due consideration in connection with recommendation as to rank.

H-2315. ENGINEER OFFICERS (CONSTRUCTION DUTIES), VOLUNTEER RESERVE (SPECIAL SERVICE), CLASS CC-V(S).

(1) The following professional qualifications are required for original appointment as a Special Service officer for construction duties, Volunteer Reserve:

- (a) Resigned from a commissioned rank in the Construction Corps, U. S. Navy; or
- (b) Graduated from a recognized institution with a degree in naval architecture or allied engineering; or
- (c) Sufficient prominence in the shipbuilding profession to demonstrate outstanding qualifications such as technical ability and administrative leadership.
- (d) Exceptions to the above requirements will be made only in the cases of applicants who are considered qualified for special duties involved in work under the cognizance of the Bureau of Ships, such as the inspection of naval material or Navy Yard management.

(2) Special qualifications for the various ranks shall be as follows:

For ensign.—Two years' minimum experience in connection with ship design and construction or equivalent engineering experience. If the applicant has graduated from a recognized institution and if during his attendance at such institution he was enrolled as a candidate for appointment in the Naval Reserve and received preliminary instruction in general naval subjects, then the requirement for 2 years' minimum experience will be waived.

For Lieutenant (junior grade).—Five years' minimum experience in connection with ship design and construction or equivalent engineering experience, three of which shall have been on practical work in a shipyard.

For Lieutenant.—Ten years' minimum experience in connection with ship design and construction or equivalent engineering, 5 years of which shall have been in responsible charge of professional work in a shipyard.

For Lieutenant Commander.—Fifteen years' minimum experience in connection with ship design and construction or equivalent engineering experience, 10 years of which shall have been in charge of professional work of increasing responsibility in a shipyard and holding within 1 year prior to appointment an executive position of important professional responsibility.

H-2316. CIVIL ENGINEERS, VOLUNTEER RESERVE (SPECIAL SERVICE), CLASS CEC-V(S).

(1) Officers of the Civil Engineer Corps are charged with the design, construction, and maintenance of all facilities entering into the "shore establishment" of the Navy. The wide scope of engineering activities comprises all that relates to the design, construction, and maintenance of public works of the Naval Establishment ashore, such as drydocks, marine railways, shipbuilding ways, harbor works, quay walls, piers, wharves, slips, dredging, landings, floating and stationary cranes, power plants, coaling plants, hangars, flying fields, seaplane ramps, heating, lighting, telephone, water, sewer, and railroad systems; roads, walks, and grounds; bridges, radio towers, hospitals, shops, barracks, and all buildings for whatever purpose required.

(2) In addition to the general requirements applicable to all applicants, candidates must have:

- (a) Resigned from a commissioned rank in the Corps of Civil Engineers, United States Navy; or
 - (b) Graduated from a recognized institution with a scientific degree in engineering; or
 - (c) Sufficient prominence in this profession to demonstrate outstanding qualifications. (It is expected that all candidates have been engaged on engineering work of a character sufficient to demonstrate technical ability and administrative leadership.)
- (3) Special minimum qualifications for the various ranks shall be as follows:
- (a) For lieutenant (junior grade), 6 years professional practice, 2 years of which shall have been in responsible charge of professional work. Employment under general supervision only and with considerable latitude for independent action.
 - (b) For lieutenant, 10 years active professional practice, 6 years of which shall have been in responsible charge of professional work. Present employment under general or administrative supervision with wide latitude for independent or unreviewed action. At least 3 years of the period specified shall have been devoted to employment on engineering works of a difficult and important nature.
 - (c) For lieutenant commander, 15 years active professional practice, 10 years of which shall have been in responsible charge of professional work. Present employment under administrative supervision only, or in charge of own office on highly difficult and important professional or engineering work where the problems met have been unusually complex or the volume of business large.

(4) Active professional practice for all ranks in the Civil Engineer Corps is defined as direct employment on the design and construction of engineering works embraced within the scope of the activities of the Corps of Civil Engineers of the Navy, as above described.

H-2317. OFFICERS, VOLUNTEER RESERVE (SPECIAL SERVICE), CLASS H-V(S).

(1) Officers of the Volunteer Reserve (Special Service), for assignment to class H-V(S) required for special shore duty in connection with Medical Corps activities within the continental limits of the United States and for service with base hospital groups and in hospital ships, may be appointed upon presentation of satisfactory credentials, which may be accepted as qualifying the candidates for appointment without a professional examination.

(2) A candidate for appointment in this class must present the following credentials as to education and professional qualifications:

- (a) Certificate of or evidence of at least four (4) years of collegiate education; or a degree from an accredited institution of higher education in a subject or subjects which pertain to or are related to those specialties coming under the cognizance of the Medical Department of the Navy, the determination of which shall be made by the Chief of the Bureau of Medicine and Surgery.
- (b) Evidence of license to practice his profession in a State or Territorial possession of the United States where such is required.
- (c) If the candidate has had special training, a certificate to this effect shall be included.
- (d) Evidence of qualification in specialty, which shall be satisfactory to the Chief of the Bureau of Medicine and Surgery.
- (e) In addition to the requirements listed above, candidates shall submit evidence of recent practical experience in their specialties as indicated:

For ensign	2 or more years.
For lieutenant (junior grade)	6 or more years.
For lieutenant	8 or more years.

(3) The rank in which candidates for class H-V(S) are appointed will be determined by the candidate's age, academic seniority, and practical experience. These must be appropriate to the duties of a specific mobilization assignment.

H-2318. PROBATIONARY ENSIGNS, CLASS H-V(P).

(1) Probationary ensigns for assignment to class H-V(P) may be appointed from candidates who meet the following requirements:

- (a) Medical students of all classes of class A medical schools and pre-medical students who have been accepted as first-year students in the next entering class in medical schools accredited as class A by the Council on Medical Education and Hospitals of the American Medical Association.
- (b) Dental students of all classes of accredited dental schools and pre-dental students who have been accepted as first-year students in the next entering class in dental schools, accredited as class A by the American Dental Association.

(2) Applications of candidates qualified in accordance with paragraph (1) must be accompanied by a statement from the dean or other official of the faculty of the institution that the candidate is a medical or dental student in good standing or that he has been accepted as a first-year student in a medical or dental school accredited as class A.

(3) Ensigns H-V(P) shall, upon the submission of evidence of graduation from a class A medical school or medical college, dental school or dental college, be eligible for reappointment as lieutenant (junior grade); medical graduates in class MC-V(G) and dental graduates in class DC-V(G), without pro-

fessional examination, provided they meet the requirements for original appointment in these classes; or medical graduates may request examination, including professional, for appointment as acting assistant surgeons in the United States Navy; or dental graduates may request examinations, including professional, for appointment as assistant dental surgeons, provided they meet the age and other requirements for original appointment.

H-2319. PROBATIONARY ENSIGNS, VOLUNTEER RESERVE, CLASSES A-V(P), E-V(P), CC-V(P), and O-V(P), FOR SPECIAL SERVICE.

(1) Members of the junior classes in engineering at accredited colleges and universities may be commissioned as probationary ensigns, classes A-V(P), E-V(P), CC-V(P), or O-V(P), to continue in such status until graduation and qualification for reappointment as ensigns in appropriate special service classifications.

(2) Applications for appointment in these classes, on Form B. N. P. 953, accompanied by report of physical examination on Bureau of Medicine and Surgery Form Y, will be forwarded to the Bureau of Naval Personnel via the Bureau of Medicine and Surgery and via the Bureau having cognizance of the special class concerned. Candidates will not be required to execute an agreement to enroll in a correspondence course.

H-2320. WARRANT OFFICERS, VOLUNTEER RESERVE (SPECIAL SERVICE).

When appointments of warrant officers are authorized in the Naval Reserve in accordance with Article H-2104, candidates may be appointed in the Volunteer Reserve (Special Service), only for such special duties as may be determined from time to time by the Bureau of Naval Personnel. Candidates for such appointments must be recommended by the district commandant and the Chief of the Bureau or office concerned.

Section 4. OFFICERS AND CADETS OF THE MERCHANT MARINE RESERVE

H-2401. REQUIREMENTS FOR APPOINTMENT AS AN OFFICER.

(1) Appointments may be made in classes D-M, E-M, DE-M, SC-M, and MC-M. Applications from ships' deck or engineer officers serving under their licenses shall be submitted on Form B. N. P. 945. Applications from others shall be submitted on Form B. N. P. 953.

(2) In addition to the general requirements for commission in the Naval Reserve, as set forth in section 1 of this chapter, the following additional requirements are prescribed for appointment of officers in the Merchant Marine Reserve:

- (a) A candidate for commission in class D-M or E-M must be a licensed officer of the American Merchant Marine, and be serving in a vessel of not less than 1,000 gross tons; documented under laws of the United States, or on other public vessels thereof; except that a candidate serving in a vessel of less than 1,000 gross tons may be appointed by special authority of the Bureau of Naval Personnel. Service as a cadet officer in the United States Merchant Marine will be considered as licensed service for the purpose of appointment as ensign, class D-M or class E-M.
- (b) He must be employed in connection with the seafaring profession in a capacity directly connected with the operation or management of ships of the American Merchant Marine, and whom it is desired be appointed for a specific mobilization billet.
- (c) A candidate for commission in class SC-M or MC-M must be employed on a vessel documented under the laws of the United

States; or, in the case of a candidate for appointment in class MC-M must be employed in connection with the seafaring profession in a capacity directly connected with his duties in the Merchant Marine. A candidate must agree that if appointed he will apply for and complete the Naval Reserve correspondence course prescribed by his Bureau within 2 years of his appointment. Only chief pursers, pursers, senior assistant and junior assistant pursers (including those assigned to stores duties) who have successfully completed two years of college studies, or who have served not less than two years under a certificate of registry in one of the purser classifications, will be considered eligible for appointment as commissioned officers in class SC-M. An applicant for appointment in class SC-M must comply with the provisions of article H-2106 (2) (n).

(3) The rank in which appointment is made depends on the duties which the candidate is normally performing on a vessel or ashore.

(4) In order to establish permanency of duties, applicants serving on board ship shall have been employed in present capacity for at least 3 months immediately preceding appointment.¹ The following table shows the authorized ranks for appointments of Merchant Marine officers serving in the deck and engineering departments on merchant vessels.

TABLE OF MAXIMUM RANK FOR APPOINTMENT

Duties, merchant service	Passenger or combination vessels over 5,000 gross tons	Other vessels over 5,000 gross tons	Vessels under 5,000 gross tons
Master.	Lieutenant commander.	Lieutenant commander.	Lieutenant.
Chief officer or first mate.	Lieutenant.	Lieutenant.	Lieutenant (jr. gr.).
Second officer or second mate.	Lieutenant (jr. gr.).	Lieutenant (jr. gr.).	Ensign.
Third officer or third mate.	Do.	Ensign.	Do.
Fourth officer.	Ensign.	Do.	Do.
Chief engineer.	Lieutenant commander.	Lieutenant.	Lieutenant.
First assistant engineer.	Lieutenant.	Lieutenant (jr. gr.).	Lieutenant (jr. gr.).
Second assistant engineer.	Lieutenant (jr. gr.).	Do.	Ensign.
Third assistant engineer.	Do.	Ensign.	Do.
Junior engineer.	Ensign.	Do.	Do.

(5) For the purpose of assigning rank, engineer officers employed on vessels of 10,000 indicated horsepower or over are considered to be employed on passenger vessels of over 5,000 gross tons. Where the horsepower of a vessel is given as brake or shaft horsepower, such figures shall be multiplied by the factor five-fourths to obtain the equivalent indicated horsepower.

(6) The qualifications for appointment of medical officers and supply officers in the Merchant Marine Reserve will be governed by the provisions of article H-2106 pertaining to Special Service officers and meet the requirements of articles H-2311 and H-2313, concerning Medical and Supply Corps officers, respectively.

(7) Appointments in the Merchant Marine Reserve of persons employed on shore in connection with the seafaring profession to fill a specific billet in the war organization will be considered for ranks appropriate to such assignment from candidates whose age, experience, professional attainments, and civil position justify such appointment.

(8) Cadets, or Midshipmen, Merchant Marine Reserve, will be eligible for appointment as Ensigns in Class D-M or E-M upon graduation from the U. S. Merchant Marine Academy or a State Maritime Academy, provided they have

¹ 3 months employment suspended for duration of war.

completed the prescribed course in Naval Science and hold unlimited ocean licenses as deck or engineer officers.

(9) Applicants who do not hold ocean licenses but who are serving in the capacity of officers in merchant vessels or small craft of any tonnage, may be appointed to the grades of warrant officer or chief warrant officer if considered qualified by virtue of their seagoing experience.

H-2402. *CADETS, OR MIDSHIPMEN, MERCHANT MARINE RESERVE—SOURCE.—Cadets, or Midshipmen, Merchant Marine Reserve shall be appointed from the following sources:

(a) Students at the State maritime academies.

(b) Cadets and cadet officers in training to become licensed officers in the U. S. Merchant Marine.

H-2403. CADETS, OR MIDSHIPMEN, MERCHANT MARINE RESERVE—PHYSICAL EXAMINATION.—The physical examination for appointment shall be conducted by a medical officer of the Navy or of the Naval Reserve. The result of the examination shall be reported on Bureau of Medicine and Surgery Form Y, in duplicate.

H-2404. APPOINTMENT OF STATE MARITIME ACADEMY STUDENTS.—The following provisions shall govern the appointment of students at the State Maritime Academies as Cadets, or Midshipmen, Merchant Marine Reserve:

(a) Applications for appointment shall be submitted on Form B. N. P. 974. In the case of candidates under 21 years of age, Form B. N. P. 974a, consent of parent or guardian, shall also be submitted.

(b) Matriculation at one of the State Maritime Academies shall, subject to review by the Bureau of Naval Personnel, be considered as establishing the mental and moral qualifications of applicants.

(c) Appointments of Cadets or Midshipmen, Merchant Marine Reserve, appointed from State Maritime Academies, who have not qualified for a commission in the Naval Reserve, will be revoked 3 years after their graduation. Separation from the State Maritime Academies prior to graduation will result in revocation of appointment. Acceptance of commission in the Naval Reserve will automatically terminate appointment as Cadet, or Midshipman, Merchant Marine Reserve.

H-2405. APPOINTMENT OF CADET OFFICERS.—The following provisions shall govern the appointment of cadets, or Midshipmen, Merchant Marine Reserve from cadet officers serving under appointment by the U. S. Maritime Commission:

(a) Applications for appointment shall be submitted on form B. N. P. 974 accompanied by report of physical examination on Bureau of Medicine and Surgery Form Y in duplicate, and Bureau of Naval Personnel Form B. N. P. 680. In the case of candidates under 21 years of age, Form B. N. P. 974a, consent of parent or guardian, shall also be submitted.

(b) The appointment as cadet officer by the U. S. Maritime Commission, together with the recommendation of the cadet training instructor, shall, subject to review by the Bureau of Naval Personnel, be considered as establishing the mental and moral qualifications of applicants.

*(c) Appointment as cadet, or Midshipman, Merchant Marine Reserve, will be revoked 3 years after date of such appointment whenever a

*Three-year period reduced to 6 months for duration of war,

cadet officer serving under appointment from the Maritime Commission fails to qualify for a commission in the Naval Reserve. Acceptance of commission in the Naval Reserve will automatically terminate appointment as cadet, or Midshipman, Merchant Marine Reserve.

Section 5. ENLISTMENTS AND REENLISTMENTS

H-2501. MEN—BY WHOM ENLISTED.

(1) The procurement of men in the Fleet Reserve shall be governed by the provisions of chapter 9, section 4, hereof.

(2) The enlistment of men in the Organized Reserve shall be accomplished by Naval Reserve and Marine Corps Reserve recruiting officers. (See arts. H-2503, H-2507, and H-2510.)

(3) The enlistment of men in the Volunteer Reserve shall be accomplished by Naval Reserve recruiting officers and by Navy recruiting officers.

(4) The enlistment of men in the Merchant Marine Reserve shall be accomplished by recruiting officers designated for this purpose by the district commandant.

H-2502. AGES FOR ORIGINAL ENLISTMENTS.

(1) The limiting ages for original enlistments in the Naval Reserve are as follows:

Class:	<i>Age limits in years</i>
O-1-----	17 to 28
O-2-----	17 to 28
V-1-----	17 to 28
V-2-----	17 to 28
V-3-----	17 to 35
V-4-----	17 to 50
V-5-----	¹ 18 to 27
V-6-----	17 to 50
V-7-----	(²)
V-8-----	18 to 27
M-1-----	17 to 50
M-2-----	17 to 50

¹ Approximate. See ch. 10.

² Nineteen to age prescribed by the Bureau of Naval Personnel

Upper age limits are to nearest birthday.

(2) Especially desirable men over the foregoing upper age limits may be enlisted with the consent of the Bureau of Naval Personnel in each case, in accordance with existing instructions.

(3) Minors shall not be enlisted without the written consent of a parent or guardian.

(4) The lower age limit of 17 years is prescribed by statute and cannot be waived.

H-2503. NAVAL RESERVE RECRUITING OFFICERS.

(1) Division, battalion, and squadron commanders, battalion executive officers, and Naval Communication Reserve section and unit commanders, shall be appointed by the Commandants of their naval districts as Naval Reserve recruiting officers. Officers of the Navy and Naval Reserve attached to headquarters of naval districts and the Navy Yard, Washington, D. C., for duty in connection with the administration of the Naval Reserve, or assigned duties as instructors of Naval Reserves may be appointed by the Commandants as Naval Reserve recruit-

ing officers. Commandants of naval districts may appoint such other officers as they may select as recruiting officers for effecting enlistments in the Naval Reserve.

(2) Naval Reserve and Marine Corps Reserve recruiting officers are authorized to administer oaths in connection with the appointment of officers and the enlistments of men in the Naval Reserve.

(3) All officers authorized to administer oaths for enlistments and appointments in the Naval Reserve shall place after their signatures the capacity in which serving at the time of administering the oath; i. e., John Doe, Lieutenant, D-O, U. S. N. R., Commanding First Division, U. S. N. R., First Naval District.

(4) Officers in charge of Navy recruiting stations are directed to make such enlistments in the Naval Reserve as Commandants may authorize or request. They shall report such enlistments to the Commandant, and forward the health record, service record, and shipping articles to the Commandant.

(5) Naval Reserve recruiting officers are authorized, upon request of a District Commander of the Marine Corps Reserve, to effect enlistments in the Marine Corps Reserve.

(6) Commanders of units of the organized Marine Corps Reserve are authorized to act as Naval Reserve recruiting officers, for the purposes of effecting enlistments of hospital corpsmen to fill their allowances, in accordance with article H-2510 (2) (b).

(7) For the purpose of administering oaths in connection with the appointment of officers in class MC-V(S) and nurses in the Naval Reserve Nurse Corps, and the enlistment of hospital corpsmen in class V-6 of the Naval Reserve, District Commandants are authorized to appoint organizers of medical specialists units and of laboratory research units, as Naval Reserve recruiting officers.

H-2504. TERM OF ENLISTMENTS AND EXTENSIONS.

(1) Under such instructions as may be issued by the Bureau of Naval Personnel enlistments and reenlistments in the Naval Reserve may be for terms of 2, 3, or 4 years, except that enlistments of minors between 17 and 18 years of age shall not extend beyond minority.

¹(2) Enlisted men may be permitted to extend their enlistments for periods of 1, 2, 3, or 4 years under the same regulations as prescribed for extensions of enlistments in the Regular Navy. Unless specifically authorized by the Bureau of Naval Personnel, an enlistment cannot be extended more than once.

(3) Where reenlistments of desirable men are impracticable on account of unavailability of medical officers of the Navy or Naval Reserve for conducting physical examinations they may be permitted to extend their enlistments without physical examination for a period of 4 years in the manner prescribed in part D, Bureau of Naval Personnel Manual. At such time as a physical examination by a medical officer of the Navy or Naval Reserve is practicable, such men shall be physically examined and report forwarded to the Bureau of Naval Personnel.

H-2505. REENLISTMENTS.

¹(1) Desirable men may be reenlisted in accordance with the provisions of articles H-2510 (3) and (4), and H-2511 (5).

(2) Chief petty officers holding permanent appointments may be reenlisted in such permanent appointments, provided they are reenlisted under continuous-service conditions.

(3) Men who have had prior naval or military service, including service in the Coast Guard of the United States, shall be required to present their dis-

¹ Reenlistments and extensions of men on active duty suspended for duration of war.

charges from such service, certificates in lieu of such discharge, or continuous-service certificate, before being enlisted in the Naval Reserve.

(4) Men discharged from any naval or military organization under other than honorable conditions shall not be enlisted in the Naval Reserve.

(5) Upon enlisting men with previous service in the Navy, Naval Reserve, or Coast Guard, the recruiting officer shall write above his signature on the back of the man's discharge or continuous-service certificate, the date and place of his reenlistment.

(6) The age limit for reenlistment in any class is 50 years, except with prior approval of the Bureau of Naval Personnel.

H-2506. SERVICE NUMBERS.

(1) Commandants of naval districts will assign service numbers on all first enlistments.

(2) In the cases of enlistments or reenlistments of men who have had previous naval service whose service numbers are unknown, the recruiting officer shall obtain such numbers from the Bureau of Naval Personnel before completing and forwarding the enlistment articles.

H-2507. PROCEDURE FOR RECRUITING.

(1) Naval Reserve recruiting officers shall be guided by the Instructions for Recruiting Officers of the Navy, insofar as applicable, and such special instructions as may be issued by the Bureau of Naval Personnel concerning the Naval Reserve.

(2) Shipping articles shall be typewritten in duplicate with no erasures or interlineations.

(3) When the following steps have been completed, the recruits shall be sworn in and the papers dated the actual date the oath is taken.

(a) Physical examination must have been passed or successfully completed.

(b) Health record prepared and signed by the medical examiner.

(c) Fingerprints properly prepared in accordance with instructions relating to physical examination of recruits issued by the Bureau of Medicine and Surgery, and signed by medical examiner and recruit, using the following forms:

(1) B. N. P. 680, first enlistments.

(2) B. N. P. 681, for reenlistments.

(d) Shipping articles, B. N. P. 603, signed by medical examiner and recruit. The following shall be stamped or typewritten on the face of the shipping articles:

"In the event of war or national emergency during my term of service, I further obligate myself to serve throughout the war or national emergency, if so required."

(e) Service record, B. N. P. 952, signed by medical examiner and recruit.

(4) After the recruit is sworn in, all papers, including application for enlistment, N. R. B. Form 24, fingerprints, enlistments articles, and service record shall then be signed by the recruiting officer, and forwarded to the Commandant.

H-2508. RECORDS OF RECRUITS.—The Commandant shall examine such papers and records and if the enlistment is approved, shall forward to the Bureau of Naval Personnel as soon as practicable, all shipping articles and identification records, application form and consent form which are found to be regular and complete in every respect. The health record, service record, duplicate copy of shipping articles, shall then be returned to the commanding officer of the organization to which the man is to be attached or with which he is to be associated.

H-2509. VACCINATION AND INOCULATION OF RECRUITS.—All recruits shall be vaccinated and typhoid prophylaxis administered when enlisted or as soon

thereafter as may be practicable, and in any case before being ordered to active duty or training duty, unless they present satisfactory evidence of having been vaccinated or inoculated before enlistment.

H-2510. ENLISTMENTS IN ORGANIZED RESERVE AND VOLUNTEER RESERVE, CLASSES O-1, O-2, V-1, and V-2.

(1) Men will be enlisted in classes O-1, O-2, V-1, and V-2 to fill vacancies in the procurement quotas subject to the provisions of this article:

- (2) (a) Men without previous naval service will be enlisted in classes O-1, O-2, V-1, and V-2, in the rating of apprentice seaman and mess attendant third class, or in such higher ratings as may be authorized by the Bureau of Naval Personnel.

The Bureau of Naval Personnel will consider authorizing the enlistment in higher ratings of those recommended men whose civilian occupations make them especially desirable for the organizations, such as machinists, gas engine men, ground crews for the air transportation companies, yeomen, and commercial and amateur radio operators.

The Bureau of Naval Personnel will not, however, consider any such recommendation unless accompanied by an examination report, Form B. N. P. 971, submitted by a board composed of squadron, base, battalion, or division officers, which report, however, need not include marks on subjects D-5201 (a) to (n), nor special marks for petty officers or chief petty officers.

The upper age limit for enlistment, as prescribed in article H-2502, may also be waived by the Bureau of Naval Personnel in the cases of the foregoing men.

- (b) In the cases of applications for enlistments in hospital corps ratings, requests shall be forwarded to the Bureau of Naval Personnel, via the District Commandant and the Bureau of Medicine and Surgery, accompanied by Form B. N. P. 971.

(3) Men honorably discharged from the Naval Reserve may be enlisted in the ratings in which discharged, within one year of such discharge, in classes O-1 or O-2 to fill vacancies in procurement quotas and ratings, or in V-1 or V-2 if physically and otherwise qualified. Men may be similarly enlisted in the Naval Reserve within 3 years of honorable discharge from the Regular Navy or Coast Guard. In order to qualify for continuous service, such enlistments must be within a period of 3 months from date of discharge.

(4) Men with broken service in excess of 1 year, honorably discharged from the Naval Reserve, and 3 years, honorably discharged from the Regular Navy or Coast Guard, who are within the prescribed ages may, if otherwise qualified, be enlisted in class O-1, O-2, V-1, or V-2 to fill vacancies in the next rating below that held at the time of discharge. The approval of the Bureau of Naval Personnel will be required in case the prescribed age limits are exceeded, or for enlistment in rating last held.

(5) Copies of the first vouchers submitted on Bureau of S. & A. Form 444 or 444 (a) covering drills, equivalent duties, or appropriate duties performed by men enlisted under paragraphs (3) and (4), must state that the man was enlisted under the provisions of article H-2510 (3) or (4) as the case may be.

H-2511. ENLISTMENTS IN NAVAL COMMUNICATION RESERVE, CLASS V-3.

(1) Men will be enlisted in class V-3 for radioman, signalman, telegrapher, and yeoman duties.

(2) Such men will be enlisted in the rating of apprentice seaman, seaman second class, seaman first class, or telegrapher if without prior naval or Coast

Guard service, and when they have qualified in accordance with section 2, chapter 5, part D, Bureau of Naval Personnel Manual, they may be advanced to the rating of petty officer, third class, of their respective specialties. Unless higher rating is authorized by paragraphs (3), (4), or (6) hereof, men without prior naval or Coast Guard service shall be enlisted in the rating of apprentice seaman.

(3) Those holding radio licenses issued by the Federal Communications Commission, will be enlisted in the ratings shown in the following table. At any time after enlistment, such men may be examined, Form B. N. P. 971, and when qualified in accordance with section 2, chapter 5, part D, of the Bureau of Naval Personnel Manual, may be advanced to the rating shown. Thereafter advancements shall be made in accordance with article H-3703 (1) and (2).

License held	Rating in which enlisted	Authorized rating when qualified
Radiotelegraph—Commercial:		
First class.....	Seaman, first class.....	Radioman, second class.
Second class.....	do.....	Do.
Operator's permit.....	do.....	Radioman, third class.
Radiotelegraph—Amateur:		
Class A or B.....	do.....	Do.
Class C.....	Seaman, second class.....	Seaman, first class.

(4) Men who have been honorably discharged from the Navy or Coast Guard within 3 years, or from the Naval Reserve within 1 year, in radioman, signalman, quartermaster, telegrapher, or yeoman ratings, and seaman strikers for these ratings, are eligible for enlistment in class V-3 in the same or corresponding rating to that in which discharged. If a greater period of time has elapsed since date of discharge than the limits specified, the prior approval of the Bureau of Naval Personnel is required before the enlistment is effected.

(5) Instructions relative to enlistment in telegrapher ratings will be covered in separate publication.

H-2512. ENLISTMENTS IN VOLUNTEER RESERVE, CLASS V-4.—Enlistments in class V-4 will be made in accordance with such instructions as may be issued from time to time.

H-2513. ENLISTMENTS IN VOLUNTEER RESERVE, CLASS V-5.—Enlistments in class V-5 will be made in accordance with the instructions for the selection of candidates for aviation training contained in chapter 10 hereof.

H-2514. ENLISTMENTS IN VOLUNTEER RESERVE, CLASS V-6.

(1) The Bureau of Naval Personnel will from time to time issue instructions for enlistments in class V-6, specifying the ratings open to unlimited enlistments. Enlistments in ratings not declared open to enlistments in this class may be accepted if prior Bureau approval is obtained. When applications for such enlistments are submitted to the Bureau of Naval Personnel for approval, complete information to substantiate the applicant's qualifications must be included.

(2) Subject to the provisions of article H-2514 (1), former enlisted men of the Navy, Coast Guard, or Naval Reserve, physically, and professionally qualified, may be enlisted in class V-6 in ratings formerly held by them, or in the rating for which qualified in accordance with the provisions of article H-3709.

(3) Subject to the provisions of article H-2514 (1), men without prior naval service may be enlisted in class V-6 in ratings for which qualified in accordance with the provisions of article H-3709, except that report of examination on Form B. N. P. 971 need not include marks on subjects under article D-5201 (a) to (n). Marks on "qualifications for the individual rating" as prescribed in chapter 5, part D, Bureau of Naval Personnel Manual, should be assigned on the basis of

the candidate's technical ability only, using the technical qualifications stated in the various paragraphs as a general guide to the rate for which he is recommended. The mark on "general qualifications for petty officers" should be assigned on the basis of an estimate of the candidate's ability as a leader, based on a personal interview and an investigation of him covering his occupation, associations, standing in the community, etc.

(4) Applicants for enlistment in all Hospital Corps ratings will be required to demonstrate their professional qualifications for enlistment in these ratings by passing such examinations as may be required by the medical officer at a main Navy Recruiting Station.

H-2515. ENLISTMENTS IN THE VOLUNTEER RESERVE, CLASS V-7.

(1) Enlistments shall be made in this class in the rating of apprentice seaman, for training preliminary to appointment as midshipman, United States Naval Reserve.

(2) In conformity with article H-2104 (3) hereof, enlistments in this class will be made only during times of threatened or actual emergency, in accordance with instructions issued by the Bureau of Naval Personnel, in separate publications.

H-2516. ENLISTMENTS IN THE MERCHANT MARINE RESERVE, CLASSES M-1 AND M-2.—Enlistments in classes M-1 and M-2 will be made in accordance with instructions issued by the Bureau of Naval Personnel from time to time.

H-2517. REPORTS OF REJECTIONS FOR PHYSICAL DEFECTS.

(1) If a candidate for enlistment or reenlistment in any class of the Naval Reserve is found not physically qualified, and a waiver of defects is recommended, NRB Form 24 accompanied by B. N. P. 684 shall be forwarded to the Bureau of Naval Personnel via the Commanding Officer, the District Commandant, and the Bureau of Medicine and Surgery for recommendation. The NRB Form 24 shall not be forwarded in the cases of candidates who are found not physically qualified and for whom no waiver is recommended. In such cases the NRB Form 24 shall be disposed of in accordance with the procedure in effect in the Navy Recruiting Service.

(2) The submission of Forms NRB 24 and B. N. P. 684 required above shall be periodic, but at least monthly.

CHAPTER 3

PROMOTION — ORGANIZED RESERVE, VOLUNTEER RESERVE, AND MERCHANT MARINE RESERVE¹

Section 1. GENERAL

H-3101. PROMOTION OF OFFICERS IN TIME OF PEACE.

(1) In time of peace, officers of the Organized Reserve, Volunteer Reserve other than officers of class A-V (N), and Merchant Marine Reserve, shall be promoted in accordance with provisions of sections 2, 3, 4, 5, and 6, of this chapter. Officers of class A-V (N) shall be promoted in accordance with the provisions of article H-10701 hereof.

(2) Officers of class A-O and A-V (G) must, before commencing their professional examinations for promotion, successfully pass a flight test in a service-type plane, as prescribed by the Bureau of Naval Personnel. Satisfactory completion of this test shall be certified to the Board before which the candidate is authorized to appear for examination by the commanding officer of the Naval Reserve aviation base or of the organization to which the candidate is assigned or attached, as a prerequisite before undergoing examination.

H-3102. PROMOTIONS OF OFFICERS IN TIME OF WAR.

(1) In time of war or national emergency, officers of the active list of the Naval Reserve employed on active duty shall be advanced in their respective corps in grade and rank in the same manner as is or may be prescribed for officers of the Regular Navy, in such numbers for each grade or rank as may be prescribed from time to time by the Secretary of the Navy, and when so advanced shall take precedence among themselves and with other officers of the Navy in accordance with date of such advancement or promotion.

(2) No officer of the Naval Reserve shall be advanced to a higher rank until he has qualified therefor by such mental, moral, professional, and physical examinations as the Secretary of the Navy may prescribe.

(3) The pay of officers of the Naval Reserve when advanced to higher grades or ranks under the provisions of this Article shall be governed by the Pay Bill Instructions, appendix A, Bureau of Supplies and Accounts Manual.

(4) The provisions of this article shall not apply to officers who have been or may hereafter be retired from the Naval Reserve Force or the Naval Reserve.

(5) Officers of class A-O and A-V (G) must, before commencing their professional examinations for promotion, successfully pass a flight test in a service-type plane, as prescribed by the Bureau of Naval Personnel. Satisfactory completion of this test shall be certified to the Board before which the candidate is authorized to appear for examination by the commanding officer of the Naval Reserve aviation base or of the organization to which the candidate is assigned or attached as a prerequisite before undergoing examination.

¹ Permanent promotions of officers under this chapter suspended until June 30 of fiscal year following that in which the war shall end.

Section 2. PROMOTIONS OF OFFICERS OF THE ORGANIZED RESERVE AND VOLUNTEER RESERVE (GENERAL SERVICE) UP TO AND INCLUDING LIEUTENANT COMMANDER

H-3201. PROMOTION BY SENIORITY ON LINEAL PRECEDENCE LIST.—Officers of the Organized Reserve and Volunteer Reserve (General Service) will be promoted in the order of their seniority in accordance with the provisions of this section.

H-3202. LINEAL PRECEDENCE LIST.

(1) For purposes of promotion, line officers of the Organized Reserve and Volunteer Reserve (General Service) will be arranged on a lineal precedence list in each grade, according to dates of commission therein. Officers of class A-V(N) will, however, be placed on a separate precedence list. Upon transfer to another class after termination of their active duty and final disposition of promotion status in accordance with the provisions of article H-10201 (3), these officers will be transferred to the appropriate precedence list.

(2) Staff officers of the Organized Reserve and Volunteer Reserve (General Service) will become eligible for consideration for promotion when the line officer next senior becomes so eligible. In cases where several line officers of the Organized Reserve or Volunteer Reserve (General Service) have the same date of rank on the lineal precedence list, staff officers of the same date of rank will become eligible for consideration for promotion on the same date as the junior of such line officers.

H-3203. COMPUTATION OF NUMBER OF VACANCIES IN EACH GRADE—ORGANIZED RESERVE AND VOLUNTEER RESERVE (GENERAL SERVICE).—Commissioned line officers of the Organized Reserve and of the Volunteer Reserve (General Service) of the rank of lieutenant commander and lieutenant shall not exceed the percentages of 16 and 37 percent, respectively, of the total number of commissioned line officers of the ranks of lieutenant commander and below in the Organized Reserve and Volunteer Reserve (General Service) combined, exclusive of commissioned warrant officers.

H-3204. COMPUTATION OF NUMBER OF VACANCIES IN EACH RANK.—Computations to determine the number of officers in each rank will be made semi-annually on December 31 and June 30. No officer will be reduced in rank as a result of any computation. After establishing by examination their physical and professional qualifications, officers will, if morally and otherwise qualified, be promoted by seniority to fill vacancies in the various grades.

H-3205. FIVE YEARS' SERVICE IN GRADE REQUIRED.—For officers of the Organized Reserve and Volunteer Reserve (General Service) 5 years' continuous service in grade in these classes is required as a prerequisite to eligibility for promotion to the next higher grade, computed from date of rank.

H-3206. FIFTY-SIX DAYS' ACTIVE SERVICE REQUIRED.

(1) A minimum of 56 days' active or training duty in grade, other than short periods of group training, is required as a prerequisite to eligibility for promotion to the next higher grade, computed from date of rank. In this computation, prior active or training duty as an aviation cadet or prior commissioned service in the Regular Navy may, in the discretion of the Bureau of Naval Personnel, be accepted as equivalent to an equal amount of active or training duty in a commissioned status, in the Naval Reserve for the purpose of establishing eligibility for promotion.

(2) At the discretion of the Bureau of Naval Personnel, a lesser amount of training duty may be required of line and staff officers while in the Volunteer Reserve (General Service), but in no case shall such line officer be promoted who has performed less than 28 days' active or training duty in grade, nor a

staff officer with less than 14 days, with a naval activity. The provisions of article H-1810 (6) shall be complied with.

(3) Subject to the provisions of the preceding paragraph hereof as to minimum amounts of active or training duty required, credits will be given for the satisfactory completion of correspondence courses in lieu of training duty at the rate of one course for each period of 14 days such duty.

(4) Medical and dental officers of the Volunteer Reserve will be credited with 1 day's training duty for promotion purposes for every five physical examinations or complete dental examinations conducted while in an inactive duty status without compensation. A report of such examinations certified by the commanding officer or Commandant concerned shall be forwarded annually with the officer's annual fitness report or with his application for promotion.

(5) Active duty with the Civilian Conservation Corps is not considered as active or training duty for purposes of promotion, but will be credited in part for this purpose on the basis of 2 weeks' such credit for each tour of such duty performed in the capacity of a Reserve officer on active duty, of approximately 6 months duration, provided the minimum active or training duty with a naval activity required by paragraph (2) hereof has been performed.

H-3207. REQUIRED TO QUALIFY FOR PROMOTION WHEN DUE.

(1) Except as provided in paragraphs (2) and (3) hereof, an officer of the Organized Reserve or Volunteer Reserve (General Service) will be required to qualify for promotion within a period of 6 months from date of notification that he is due therefor. If he qualifies within this period, he will be promoted without loss of precedence. If he fails to qualify, he may be discharged, or, in the discretion of the Bureau of Naval Personnel retained in his rank for a further period of 6 months. During this second 6 months' period, should he qualify he may be promoted but his date of precedence in the next higher grade shall not be earlier than the date of his qualification therefor. At the end of 1 year should he fail to qualify he shall be discharged, or transferred in present rank to that Special Service class of the Volunteer Reserve in which qualified for original appointment.

(2) Especially desirable officers in the grades of ensign and lieutenant (junior grade), in lieu of being discharged at the end of the 1-year period, in accordance with the preceding paragraph hereof, may be retained in present rank for a further period of 2 years. During this additional 2-year period, should they qualify they may be promoted, but their date of precedence in the next higher grade shall not be earlier than the date of their qualification therefor. At the end of this additional 2-year period, should they fail to qualify they shall be discharged, or transferred in present rank to that Special Service class of the Volunteer Reserve in which qualified for original appointment.

(3) Desirable officers of class A-V(G) who fail to qualify professionally, may, if so recommended, and in the discretion of the Bureau of Naval Personnel, be retained in rank and class but not beyond their thirty-fifth birthday. This provision will not preclude the discharge of such officer at any time.

Section 3. PROMOTIONS OF OFFICERS OF THE VOLUNTEER RESERVE (SPECIAL SERVICE) UP TO AND INCLUDING LIEUTENANT COMMANDER

H-3301. COMPUTATION OF NUMBER OF VACANCIES IN EACH GRADE, VOLUNTEER RESERVE (SPECIAL SERVICE).

(1) The number of officers, Volunteer Reserve (Special Service), authorized for each grade and class thereof will be determined by the mobilization requirements, as approved by the Bureau of Naval Personnel, due consideration being

given to the recommendations of other bureaus and offices, and will be published from time to time in tables of quotas.

(2) Vacancies in the authorized number in each grade and class below that of commander may be filled by the promotion of those officers qualified therefor in accordance with articles H-3302 and H-3605 hereof. Such vacancies may also be filled by original appointments in accordance with chapter 2, sections 1 and 3.

(3) Nominations of officers for promotion to fill vacancies will be made to the Bureau of Naval Personnel by the District Commandants or by the agency controlling mobilization assignment.

(4) Nominations shall include a recommendation from the activity controlling the mobilization assignment, which recommendation shall indicate that such assignment warrants the higher rank. Nominations (or recommendations) shall also positively indicate the existence of a vacancy in grade and class in mobilization quotas.

(5) Vacancies in one grade and class authorize a corresponding excess in lower grades in the same class, provided that the total authorized for any grade and all grades above it, is not exceeded.

H-3302. ELIGIBILITY FOR CONSIDERATION FOR PROMOTION—OFFICERS VOLUNTEER RESERVE (SPECIAL SERVICE).

(1) An officer of the Volunteer Reserve (Special Service) will become eligible for consideration for promotion to fill a vacancy in the next higher grade, after a minimum of 5 years' service in grade, or with a lesser amount of service if so recommended by the Commandant and/or the bureau or office concerned, provided he meets the requirements for original appointment in such grade and class.

(2) He must also have performed a sufficient amount of active or training duty with or without pay or have performed such other duties or activities (including the preparation of papers on technical subjects relating to the work of the specialty in which appointed), as to satisfy the Commandant, bureau or office concerned of his interest in preparing himself for active service. Satisfactory completion of a correspondence course in his specialty will be considered in determining such interest. The provisions of article H-1810 (6) shall be complied with.

(3) No promotion shall be made to a higher grade in excess of the mobilization requirements of that grade.

H-3303. OFFICERS REQUIRED TO QUALIFY FOR PROMOTION.

(1) An officer of the Volunteer Reserve (Special Service) whose nomination for promotion is approved will be required to qualify therefor within a period of 6 months from date of notification by the District Commandant of such approval; or, in case written examination is required as provided for in paragraph H-3605 (1), within a period of 6 months from date of notification that such examination is required. If qualified as above, he will be promoted, taking date of new rank as of date of nomination. If he fails so to qualify he may be discharged, or, in the discretion of the Bureau of Naval Personnel, retained in his rank for a further period of 6 months. During this second 6-month period, if he qualifies, he will be promoted but will take date of rank as of date of receipt of his papers in the Navy Department.

(2) At end of the 1-year period should he fail to qualify, he may be discharged, or:

- (a) Transferred in present rank to that special service class of the Volunteer Reserve in which qualified for original appointment including the requirements of article H-2301 (3).

- (b) Upon recommendation of the bureau or office having cognizance of his specialty, retained in present rank and mobilization assignment.

Section 4. PROMOTIONS OF OFFICERS OF THE MERCHANT MARINE RESERVE UP TO AND INCLUDING LIEUTENANT COMMANDER

H-3401. ELIGIBILITY FOR PROMOTION—OFFICERS OF MERCHANT MARINE RESERVE.

(1) During peace time, an officer of the Merchant Marine Reserve employed on shipboard is eligible for promotion to grades not above that of lieutenant commander when the following conditions have been fulfilled:

- (a) He must be performing permanent duties which would entitle him to appointment in the higher grade were he receiving his original appointment. In order to establish the permanency of his duties, the Bureau of Naval Personnel requires that he shall have been employed continuously for at least 3 months immediately preceding his application for promotion, under conditions warranting the higher rank in accordance with article H-2401 hereof, provided that the total cumulative service in such position shall not be less than 1 year.

- (b) He must be recommended by the following:

For a master:

1. The owners or operators of the vessel or their agent.
2. The Commandant of the naval district.

For a deck officer:

1. The master of the vessel.
2. The owners or operators of the vessel or their agent.
3. The Commandant of the naval district.

For a chief engineer:

1. The owners or operators of the vessel or their agent.
2. The Commandant of the naval district.

For other engineer officers:

1. The chief engineer.
2. The master of the vessel.
3. The owners or operators of the vessel or their agent.
4. The Commandant of the naval district.

- (c) He must be physically qualified for original appointment in the higher grade.

(2) Officers of the Merchant Marine Reserve not employed on shipboard will be eligible for consideration for promotion to grades not above that of lieutenant commander when the mobilization station to which assigned warrants the higher rank. The scope of their examination for promotion shall be the same as prescribed for officers of the Volunteer Reserve (Special Service), in article H-3605 (1).

(3) The fitness of an officer of the Merchant Marine Reserve for promotion will be determined from letters of recommendation from persons designated as competent authority. These letters must substantiate the fact that the officer concerned has actually been employed as prescribed in subparagraph (1) (a) of this article and that the record of his service has been satisfactory. The Commandant of the naval district shall make the necessary arrangements for physical examination, and shall forward report of examination with letters of recommendation from the master, owners, or other required authority and his own recommendation to the Bureau of Naval Personnel via the Bureau of Medicine and Surgery.

H-3402. PROMOTION OF MERCHANT MARINE RESERVE OFFICERS ON ACTIVE DUTY.

(1) Officers of the Merchant Marine Reserve, serving on active duty, will become eligible for consideration for promotion to grades not above that of lieutenant commander, when the line officer of the Organized Reserve or Volunteer Reserve (General Service), next senior, becomes so eligible, provided they have fulfilled the requirements of articles H-3205 and H-3206 (1) as to service in grade and active service in grade and qualify by professional examination as prescribed for officers of corresponding classifications of the Organized Reserve and Volunteer Reserve (General Service) in section 6 of chapter 3, part H, of this manual.

(2) In addition to the requirements of paragraph (1) above, Merchant Marine Reserve, officers serving on active duty must possess the license required for original appointment in the grade to which promotion is to be made were they performing the duties listed in the first column of the table in article H-2401 (4) for passenger or combination vessels over 5,000 gross tons.

Section 5. PROMOTIONS OF OFFICERS ABOVE GRADE OF LIEUTENANT COMMANDER**H-3501. SELECTION BOARDS.**

(1) No officer shall be initially appointed in the Organized, Volunteer, or Merchant Marine Reserve in the grade or rank of rear admiral, captain, or commander, nor promoted to such grade or rank, except upon recommendation therefor by a selection board.

(2) For the purpose of complying with the above provisions of law, selection boards will be convened by the Secretary of the Navy, from time to time, as may be required. Each such board will be composed of not less than five officers of the corps and of or above the grade for which selections are to be made, one of whom shall if practicable be an officer of the Naval Reserve. The procedure will in general be the same as that followed by selection boards for the Regular Navy.

(3) Selection boards shall be furnished a letter of information on the state of the Naval Reserve which shall include pertinent information relative to mobilization needs and such recommendations as the various chiefs of bureaus and offices concerned may make in this connection.

H-3502. PROMOTION ABOVE GRADE OF LIEUTENANT COMMANDER IN ORGANIZED RESERVE.

(1) In the Organized Reserve, the authorized number of officers in grades or ranks above that of lieutenant commander is one-half of 1 per centum, or the nearest fraction thereof, of the actual number of enlisted men regularly assigned to the divisions or other units, of the Organized Reserve and entitled to drill pay.

(2) To determine the authorized number of officers in such higher grades or ranks, computations shall be made by the Bureau of Naval Personnel annually as of June 30 and the resulting numbers as so computed shall be held and considered for all purposes as the authorized number on the date of computation, which number shall not be varied between the dates of such computations. But no officer shall be reduced in rank as a result of any computation so made, nor shall his promotion in time of war be restricted on account thereof. The number of officers of command rank authorized in the Organized Reserve as computed in accordance with this article, may be reduced by the number of such officers who have been transferred to the Volunteer Reserve under circumstances which in the opinion of the Secretary of the Navy should not properly create a

vacancy in the Organized Reserve for an officer of command rank. Such vacancies shall again become available at the discretion of the Secretary of the Navy or upon separation of the officers concerned from the Volunteer Reserve.

(3) Of the authorized number in such higher grades or ranks, at least two-thirds shall be apportioned to the grade or rank of commander.

(4) The distribution of the number authorized in such higher grades or ranks among classes D-O, DE-O, E-O, A-O, SC-O, and MC-O shall be in the same proportion as the total number of officers in any class bears to the total actual number of officers on the rolls of the Organized Reserve as a whole as of the date of the computation. For purposes of computations, selections, and promotions, officers of classes D-O, DE-O, and E-O will be considered as constituting one class.

(5) The vacancies in each grade in each class having been thus determined, the Bureau of Naval Personnel will then initiate action toward the convening of the necessary selection board or boards, in accordance with the provisions of article H-3501 hereof.

(6) The Bureau of Naval Personnel will submit to the foregoing selection board or boards the names of Naval Reserve officers eligible for consideration for selection in accordance with subparagraph (8) hereof, together with their records and other pertinent data. The list of names shall be limited to those whose records in the Bureau of Naval Personnel on October 1 of the fiscal year in which selection is to be held, indicate eligibility in accordance with subparagraph (8) hereof.

(7) The selection boards shall make recommendations for promotion to the grades of commander and captain in numbers not exceeding those required to fill existing and prospective vacancies in these grades.

(8) Except as provided in article H-3505, as a prerequisite for eligibility for consideration for selection, officers of the Organized Reserve must have served not less than 5 years in the next lower grade as of the date of the computation, and otherwise be eligible for promotion in accordance with article H-3206 (1). Line officers must have satisfactorily completed a correspondence course in strategy and tactics. Staff officers must have satisfactorily completed a correspondence course appropriate to their class. When a correspondence course appropriate to their class is not available, the course in Navy Regulations and Customs will be required in lieu thereof.

H-3503. PROMOTION ABOVE GRADE OF LIEUTENANT COMMANDER IN VOLUNTEER RESERVE.

(1) The number of officers appointed or promoted to grades or ranks above that of lieutenant commander in the Volunteer Reserve shall not exceed mobilization needs for such officers for duties appropriate to these grades or ranks. Vacancies in one grade and class authorize a corresponding excess in lower grades in the same class, provided that the total authorized for any grade and all grades above it, is not exceeded.

(2) Annually, as of June 30, the Bureau of Naval Personnel will make a survey as to the number of officers above the grade of lieutenant commander required in the various classes of the Volunteer Reserve to meet mobilization needs. In accordance with the results of this survey, the Bureau of Naval Personnel will recommend to the Secretary of the Navy the number of officers to be promoted to the grade of captain in each class of the Volunteer Reserve, and the number to be appointed or promoted to the grade of commander. Depending upon the Secretary of the Navy's approval, the Bureau of Naval Personnel will then initiate action toward the convening of the necessary selection boards in accordance with the provisions of article H-3501 hereof.

(3) The Bureau of Naval Personnel will submit to the foregoing selection boards the names of Naval Reserve officers eligible for consideration for selection in accordance with subparagraph (5) hereof, together with their records and other pertinent data, and the names of all eligible civilian candidates for appointment in such higher grades, together with such information with respect to them as may be available. The list of names shall be limited to those whose records in the Bureau of Naval Personnel on October 1 of the fiscal year in which selection is to be held, indicate eligibility in accordance with subparagraph (5) hereof.

(4) The selection boards shall make recommendations for promotion to the grades of commander and captain, and for appointment to the grade of commander in the Volunteer Reserve (Special Service), in numbers not exceeding those approved by the Secretary of the Navy.

(5) Except as provided in article H-3505, as a prerequisite to eligibility for consideration for selection the following requirements shall be met as of the date of survey of mobilization needs:

- (a) General Service officers must have served not less than 5 years in next lower grade as of the date of the survey, and have performed not less than 6 weeks of active or training duty, with or without pay, during the last 4 years of such service. In addition to the above, line officers must have satisfactorily completed a correspondence course in strategy and tactics; and staff officers must have satisfactorily completed a correspondence course appropriate to their class. When a correspondence course appropriate to their class is not available, the course in Navy Regulations and Customs will be required in lieu thereof. The foregoing active or training duty may be performed in periods of 2 or more weeks each, but during this time, not more than 2 years shall elapse without the performance of at least one period of training duty.
- (b) Special Service officers must have served not less than 5 years in the next lower grade as of the date of the survey, and have performed at least 2 weeks' active or training duty, with or without pay, during the last 4 years of such service. They must also have satisfactorily completed a correspondence course appropriate to their class, but the Bureau of Naval Personnel may accept appropriate training assignments accomplished, in lieu of the correspondence course, upon recommendation of the Commandant and the bureau or office concerned. Continuous active duty in grade in the Regular Navy or the Naval Reserve for a period of 4 months, shall be accepted in lieu of the 2 weeks active or training duty and the correspondence course required herein. Officers who have attained national prominence in the specialty for which selections are to be made, and who are so certified and recommended by the chief of bureau or office having cognizance of the specialty, will be eligible for consideration for selection even though they do not meet the other requirements set forth herein.
- (c) Civilian candidates must have attained national prominence in the specialty for which selections will be made and must be so certified and recommended by the Chief of the Bureau or Office having cognizance of such specialty.
- (d) Chiefs of bureaus and offices certifying candidates as nationally prominent, shall include in their certification a detailed statement of qualifications and achievements which, in their opinion, entitle the candidates to such recognition.

H-3504. PROMOTION ABOVE GRADE OF LIEUTENANT COMMANDER IN THE MERCHANT MARINE RESERVE.

(1) The number of officers appointed or promoted to grades or ranks above that of lieutenant commander in the Merchant Marine Reserve shall not exceed mobilization needs for such officers for duties appropriate to these grades or ranks. Vacancies in one grade and class authorize a corresponding excess in lower grades in the same class, provided that the total authorized for any grade and all grades above it, is not exceeded.

(2) Annually, as of June 30, the Bureau of Naval Personnel will make a survey as to the number of officers above the grade of lieutenant commander required in the Merchant Marine Reserve to meet mobilization needs. In accordance with the results of this survey, the Bureau of Naval Personnel will recommend to the Secretary of the Navy the number of officers to be promoted to the grades of captain and commander. Depending upon the Secretary of the Navy's approval, the Bureau of Naval Personnel will then initiate action toward the convening of the necessary selection boards in accordance with the provisions of article H-3501 hereof.

(3) The Bureau of Naval Personnel will submit to the foregoing selection boards the names of officers eligible for consideration for selection in accordance with subparagraphs (5) and (6) hereof, together with their records and other pertinent data. The list of names shall be limited to those whose records in the Bureau of Naval Personnel on October 1 of the fiscal year in which selection is to be held, indicate eligibility in accordance with subparagraphs (5) and (6) hereof.

(4) Selection boards shall make recommendations for promotion to the grades of captain and commander, in numbers not exceeding those approved by Secretary of the Navy.

(5) Except as provided in article H-3505, as a prerequisite to eligibility for consideration for selection, deck and engineer officers of the Merchant Marine Reserve must have met the following requirements as of the date of survey of mobilization needs:

- (a) Must have served not less than 4 years in the next lower grade as of the date of the survey and have satisfactorily completed a correspondence course in strategy and tactics.
- (b) Must be employed as master or chief engineer of a vessel of over 5,000 gross tons and have been continuously so employed during the 2 preceding years. If employed on shore, must be so employed in a position of high authority, trust, and responsibility in connection with the management or operation of tankers, cargo, or passenger vessels of approximately equal size, and have been continuously in the service of the same employer during the preceding 2 years.
- (c) During the preceding 4 years must have performed at least 4 weeks' active or training duty, with or without pay; and since first commissioned in the Naval Reserve, satisfactorily have completed a correspondence course in addition to the one mentioned in subparagraph (a) hereof.

(6) Except as provided in article H-3505, as a prerequisite to eligibility for consideration for selection officers of class MC-M and SC-M must comply with the provisions of article H-3503 (5) (b).

H-3505. PROMOTION TO GRADE OF REAR ADMIRAL.

(1) In time of peace there shall be allowed in the Naval Reserve one officer in the grade or rank of rear admiral.

(2) Whenever this grade becomes vacant, it shall be filled by the selection therefor of an officer of the next lower grade.

(3) All officers who, on June 30 of the fiscal year during which the selection board meets, will have completed not less than 4 years in the next lower grade in the Organized Reserve, the Volunteer Reserve, or the Merchant Marine Reserve will be eligible for consideration for selection to fill such vacancy.

(4) The professional examination of an officer selected for promotion to the grade of rear admiral will consist of an examination of his records and progress in professional attainment. Such examination shall be conducted by a special statutory examining board.

H-3506. OFFICERS REQUIRED TO QUALIFY FOR PROMOTION WHEN DUE.

(1) An officer of the Organized Reserve, Volunteer Reserve (General Service), Volunteer Reserve (Special Service), or Merchant Marine Reserve, when due for promotion as a result of selection, will be required to qualify therefor within a period of 6 months after date of notification by the District Commandant of such selection. If he qualifies within this period he will be promoted without loss of precedence. If he fails so to qualify, he may be discharged, or in the discretion of the Bureau of Naval Personnel retained in his rank for a further period of 6 months. During this second 6-month period, should he qualify, he may be promoted, but his date of precedence in the next higher grade shall not be earlier than the date of his qualification therefor. At the end of the year should he fail to qualify, he may be discharged or:

(a) In the case of an officer of the Organized Reserve or Volunteer Reserve (General Service), transferred in present rank to that Special Service class of the Volunteer Reserve in which qualified for original appointment, including the requirements of article H-2301 (3).

(b) In the case of an officer of the Volunteer Reserve (Special Service), or Merchant Marine Reserve, upon the recommendation of the bureau or office having cognizance of his specialty, retained in present rank and mobilization assignment.

(2) Lieutenant commanders, lieutenants, and lieutenants (junior grade) of the Naval Reserve, who, while on active duty afloat, satisfactorily complete the correspondence course in naval engineering, administered by the Post-graduate School, Annapolis, Maryland, will be considered qualified for engineering designations and will be exempt from examinations in engineering subjects on the occasion of their next promotions.

H-3507. OFFICERS OF COMMAND RANKS IN THE ORGANIZED RESERVE—DUTIES OF.—In general, officers of command ranks in the Organized Reserve will be retained therein. Commanders may be assigned duty in command of battalions or squadrons, or to staff duty provided this will promote efficiency; officers of command rank unassigned to battalions or squadrons may be assigned appropriate duties and should be required to perform annual training duty.

Section 6. PROFESSIONAL EXAMINATIONS

H-3601. OFFICERS REQUIRED TO APPEAR FOR EXAMINATIONS.

(1) Naval Reserve officers not on active duty authorized to appear for examination for promotion are required to appear without expense to the Government when directed by the Commandant for both physical and professional examinations.

(2) An officer shall be allowed a reasonable time to complete his examination, after date of reporting therefor. In the event it becomes impracticable for such

officer to continue his examination on consecutive days, he may be allowed additional time, but except on the authority of the Bureau of Naval Personnel, if the professional examinations are not completed within 30 days from the date of their commencement, the unused examination questions shall be returned to the Bureau with a report of the circumstances.

(3) In case an officer does not report for professional examination within 11 months from date of notification as indicated in articles H-3207 (1), H-3506 (1), H-3605 (1), and H-3606, report of this fact with appropriate recommendation shall be made to the Bureau of Naval Personnel. Unless such a recommendation contemplates retention of an especially desirable officer in accordance with the provisions of article H-3207 (2) and (3), the unused examination papers shall be returned to the Bureau of Naval Personnel. If retention is recommended, the papers should be retained pending the Bureau's action.

H-3602. PROFESSIONAL EXAMINATIONS TO BE CONDUCTED BY SUPERVISORY NAVAL EXAMINING BOARD.

(1) Professional examinations for appointment, promotion, or transfer will be conducted by supervisory naval examining boards composed of officers of the regular Navy or the Naval Reserve, or both Navy and Naval Reserve, appointed by the Commandant.

(2) The composition and procedure of the supervisory board shall be in accordance with sections 845 and 937 to 950, inclusive, Naval Courts and Boards.

(3) At least one member of the board shall be present with the candidate at all times while undergoing examination.

H-3603. RECORDS OF PROCEEDINGS TO BE FORWARDED TO STATUTORY NAVAL EXAMINING BOARDS.

Upon completion of examination, the record of proceedings shall be forwarded by the supervisory naval examining board as follows:

- (a) Line, commissioned officers (deck, engineer, aviation, and communication), and boatswains, gunners, carpenters, electricians, radio electricians, and machinists.

To: Naval Examining Board, Navy Department, Washington, D. C.

- (b) Medical officers, dental officers, and pharmacists.

To: Naval Examining Board for Medical Officers, U. S. Naval Medical School, U. S. Naval Medical Center, Bethesda, Md.

- (c) Supply officers and pay clerks.

To: Naval Examining Board for Supply Corps, Navy Department, Washington, D. C.

- (d) Chaplains.

To: Naval Examining Board for Chaplains, Navy Department, Washington, D. C.

- (e) Officers of class CC-V (S).

To: Naval Examining Board, Navy Department, Washington, D. C.

- (f) Civil engineers and assistant civil engineers.

To: Naval Examining Board for Civil Engineers, Bureau of Yards and Docks, Navy Department, Washington, D. C.

H-3604. SCOPE OF EXAMINATION FOR OFFICERS OF ORGANIZED RESERVE AND VOLUNTEER RESERVE (GENERAL SERVICE).

- (1) Promotion to captain and commander.

- (a) For promotion to the ranks of captain and commander, deck and deck-engineer officers will be examined in—

General Instructions.

Training and Inspection of the Naval Reserve.

Organization and Administration of the Naval Reserve.

Recruiting and Mobilization of the Naval Reserve.

- (b) For promotion to the ranks of captain and commander, engineering duty only, the subject of Recruiting and Mobilization of the Naval Reserve will be omitted and the subjects of Marine Engineering and Electricity substituted therefor.
 - (c) For promotion to the ranks of captain and commander, aviation officers will be examined in the subjects enumerated in subparagraph (1) (a) hereof as applied to the aviation branch of the Naval Reserve.
 - (d) For promotion to the ranks of captain and commander, staff officers will be examined in subjects suitable to the staff corps to which they belong.
- (2) Promotion to lieutenant commander, lieutenant, lieutenant (junior grade), and appointment to ensign.
- (a) Deck officers will be examined in—
 - General Instructions.
 - Training and Inspection of the Naval Reserve.
 - Navigation and Piloting.
 - Practical Navigation.
 - Seamanship.
 - Ordnance and Gunnery.
 - Communications.
 - (b) Engineer officers will be examined in—
 - General Instructions.
 - Marine Engineering.
 - Electricity.
 - (c) Similarly, deck-engineer officers will be examined in—
 - General Instructions.
 - Training and Inspection of the Naval Reserve.
 - Navigation and Piloting.
 - Practical Navigation.
 - Seamanship.
 - Ordnance and Gunnery.
 - Communications.
 - Marine Engineering.
 - Electricity.
 - (d) Aviation flight officers will be examined in—
 - General Instructions.
 - Airplanes, part I.
 - Airplanes, part II.
 - Airplanes, part III.
 - Navigation and Piloting.
 - Practical Navigation.
 - Communications.
 - (e) Communication officers will be examined in—
 - General Instructions.
 - Training and Inspection of the Naval Reserve.
 - Navigation and Piloting.
 - Practical Navigation.
 - Communications.
 - (f) Medical officers will be examined in—
 - General Instructions for Medical Officers.
 - Professional knowledge.

- (g) Dental officers will be examined in—
 General Instructions for Dental Officers.
 Professional knowledge.

- (h) Supply officers will be examined in—
 General Instructions for Supply Officers.
 Appropriations and Funds.
 Accounting.
 Naval Stores and Material.
 Requisitions.
 Purchasing.
 The Supply System Ashore.
 Supply Afloat.
 Provisions and Subsistence.
 Clothing and Small Stores.
 The Ship's Store.
 Fuel, handling, inspection and testing of.
 Shipments.
 Surveys and Sales.
 Navy Disbursing.

- (i) Chaplains will be examined in—
 General Instructions for chaplains.
 Professional knowledge.

(3) *Scope of examinations.*—The scope of the professional examinations for assignment to or promotion of officers in the Organized Reserve or Volunteer Reserve (General Service) or for transfer to those classes, shall include questions in the subjects listed in the following paragraphs appropriate to the grade and class for which the candidate is to be examined.

(4) *Requirements and bibliography, officers of the line.*—Requirements under the various subjects and the necessary bibliography follow:

(a) *General instructions.*—

- (1) Navy Regulations.
- (2) Bureau of Naval Personnel Manual.
- (3) General Orders.
- (4) Military law—discipline—punishments.
- (5) Stores and supplies—surveys.
- (6) Preparation and handling of official correspondence.
- (7) Duties of commanding officers.
- (8) Duties of executive officers.
- (9) Duties of heads of departments.
- (10) Duties of officer of the deck.
- (11) Duties of officer of the watch (deck).
- (12) Duties of officer of the watch (engineering).¹
- (13) Duties of division officers.
- (14) Bureau of Aeronautics Manual.²

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Navy Regulations.
 General Orders.
 Naval Courts and Boards.
 Bureau of Naval Personnel Manual.
 Bureau of Aeronautics Manual.

¹ Not required for aviation officers.

² Required for aviation officers only.

Correspondence Course in Navy Regulations and Customs.
 Correspondence Course in Military Law.
 Watch Officers' Guide.

(b) *Training and inspection of the Naval Reserve.*—

- (1) Active training duty requirements for organizations and for individuals of each class of the Naval Reserve.
- (2) Active training duty permissible with pay and without pay and procedure in procuring.
- (3) Short cruises, when and by whom performed, remuneration and allowance, procedure in arranging for and reporting upon.
- (4) Drills, equivalent instruction or duty, appropriate duties—character of and requirements for organizations and individuals of each class of the Naval Reserve.
- (5) Correspondence courses—by whom conducted—to whom open; subjects covered.
- (6) Instructors of Naval Reserve organizations—of whom composed, and duties, responsibilities, and authority.
- (7) Inspections of organizations—requirements with relation to, by whom and how often conducted, how conducted, nature and scope of resulting reports.
- (8) Inspections and inventories of equipment—requirements with relation to, by whom and how often conducted, how conducted, nature and scope of resulting reports.
- (9) Physical and professional examinations—requirements with relation to each class and subclassification of the Naval Reserve, by whom and how often conducted, how conducted, nature and scope of resulting reports.

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(c) *Organization and administration.*—

- (1) Composition of the Naval Reserve by classes and subclassifications.
- (2) Basic units of organizations for those of the foregoing classes and subclassifications required or authorized to belong to organizations.
- (3) Mission of the Naval Reserve and of each class thereof.
- (4) Reasons for each type of unit organization as related to ultimate mission.
- (5) Amalgamation of units into larger organizations and reasons.
- (6) Chain of command, how exercised.
- (7) Duties with relation to the Naval Reserve of the Secretary of the Navy, the Chief of Naval Operations, Bureau of Naval Personnel, Bureau of Supplies and Accounts, Bureau of Medicine and Surgery, Bureau of Aeronautics, Bureau of Ships, and Bureau of Yards and Docks.
- (8) Active or training duty, how procured and by whom authorized.
- (9) Funeral escorts, how procured and by whom authorized.

- (10) Reports required, from individual reservists, from commanders or organizations, from district commandants.
- (11) Pay and allowances for active duty, training duty, drills, equivalent instruction or duty, appropriate duties, short volunteer cruises; amount; by whom authorized; by whom paid.
- (12) Additional allowances for administrative duties for uniform clothing, for travel, for injuries; conditions under which procurable and by whom paid.
- (13) Hospitalization—for whom and conditions under which authorized and how procured.
- (14) Discipline—conditions under which Naval Reservists are amenable to and how enforced while on inactive duty and while on active duty.
- (15) Causes for discharge of officers and men.
- (16) Honorary Retired List—of whom composed.
- (17) Precedence of Naval Reserve officers among themselves and with relation to officers of the Regular Navy in peace and in war.
- (18) Promotions of officers and advancements of men; conditions governing for each subclassification.
- (19) Conditions surrounding appointments of enlisted reservists to Naval Academy.
- (20) Conditions under which uniforms are required to be worn or may be worn or may not be worn.
- (21) Accountability for Government property.
- (22) Precedence of Naval Reserve organizations with respect to other military organizations in line of parade.
- (23) Transfers between classes—how accomplished.
- (24) Requirements relative to changes of residence or trips abroad.

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Bureau of Naval Personnel Naval Reserve Circular letters in force.

(d) *Recruiting and mobilization.*—

- (1) Enlistments in Naval Reserve in each subclassification. Physical requirements, professional requirements, age limits, by whom made, how made, where made, term of.
- (2) Appointments of officers in Naval Reserve in each subclassification. Physical requirements, professional requirements, age limits, by whom made, how made, where made, term of.
- (3) Aviation cadets—requirements governing appointment of.
- (4) Extension of enlistment—how and by whom made and other conditions surrounding.
- (5) Mobilization of a Division—composition of a Reserve crew, and of an Organized Reserve Unit—method of making up deficiencies in officers and men—assembly at mobilization center and movements to mobilization base.
- (6) Mobilization of an aviation squadron. Composition of Reserve Squadrons—method of making up deficiencies in officers and men—assembly at mobilization center and movements to mobilization base.
- (7) Officers in excess of reserve crew requirements—where and by whom mobilized.

- (8) Mobilization of the Volunteer Reserve, General Service—character of duties to be assigned—when and by whom is mobilization accomplished.
- (9) Mobilization of the Volunteer Reserve, Special Service—character of duties to be assigned—when and by whom is mobilization accomplished.
- (10) Mobilization of the Merchant Marine Reserve—character of duties to be assigned—when and by whom is mobilization accomplished.
- (11) Recruiting and classification of personnel in an emergency.

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Bureau of Naval Personnel Circular for the information of persons desiring appointment as officers or aviation cadets or enlistment in the U. S. Naval Reserve.

Bureau of Naval Personnel, Naval Reserve Circular Letters in force.

Bureau of Naval Personnel Instructions relating to Mobilization, Administration, and Procurement of Naval Personnel in Time of National Emergency.

(e) *Navigation and piloting.*—

- (1) Charts and uses thereof.
- (2) Causes of deviation and compensation of magnetic compass.
- (3) Finding compass error and application of same.
- (4) Ability to take bearings and determine position by same.
- (5) System of buoyage in the United States.
- (6) Methods of obtaining soundings and their use in determining position.
- (7) Duties of the navigator—in port and at sea.
- (8) Characteristics and identification of lights.
- (9) Care of chronometer and keeping chronometer records. Obtaining chronometer error and rate.
- (10) Care and use of gyrocompass.
- (11) Adjustment and use of various navigational instruments found on board ship.
- (12) Use of tide and current tables. Finding sunset and sunrise.
- (13) Rules of the air.²
- (14) Rules of the road—International and inland waters.
- (15) Finding force and direction of wind, state of sea.²
- (16) Determination of drift angle, track, course, and heading.²
- (17) Aerial dead reckoning.²
- (18) Adjustment and use of various navigational instruments used in aerial navigation.²
- (19) Use of aircraft navigation plotting boards.²
- (20) Use of tactical graphics for aircraft operations.²
- (21) Meteorology.²

BIBLIOGRAPHY

Navigation and Nautical Astronomy (Dutton).

American Practical Navigator (Bowditch).

Nautical Almanac, or Air Almanac.

² Required for aviation officers only.

Tide and Current Tables.

Navy Regulations.

Practical Manual of the Compass (Laning).

Knight's Modern Seamanship.

Maneuvering Board Manual (H. O. 217).

Aviation Training Pamphlets (Naval Air Station, Pensacola, Fla.).²

Tactical graphics for aircraft operations (Hydrographic Office).²

Aircraft Navigational Plotting Board and Instructions Thereon (Bureau of Aeronautics).²

Bureau of Aeronautics Instrument Manual.²

Correspondence Course in Navigation.

(f) *Practical navigation.*—

(1) Dead reckoning.

(2) Great Circle Sailing.⁴

(3) Observing and working sights of sun, moon, planets, and stars.
Plotting fix by means of sights. Identification of stars.⁴

(4) Azimuths and computation of compass errors.^{1 4}

(5) Use of radio direction finder bearings in determining position.

(6) Simple cases in use of Mooring and Maneuvering Board.

(7) Aerial dead reckoning and piloting.²

(8) Piloting a seaplane on the water.²

BIBLIOGRAPHY

American Practical Navigator (Bowditch).

Navigation and Nautical Astronomy (Dutton).

Nautical Almanac, or Air Almanac.

Azimuth Tables (Red and Blue).

Practical Manual of the Compass (Laning).

Aviation Training Pamphlets (Naval Air Station, Pensacola, Fla.).²

Tactical graphics for aircraft operation (Hydrographic Office).²

Aircraft Navigational Plotting Boards and instruction book thereon (Bureau of Aeronautics).²

Correspondence Course in Navigation.

H. O. 208.

H. O. 211.

H. O. 214 (8 volumes).

H. O. 216.²

H. O. 217.

H. O. 218.²

H. O. 2102 (b or c).

Any recognized method of working sights acceptable.

(g) *Seamanship.*—

(1) Ship, boats, fittings, and equipment—care and handling of.

(2) Rules of the road—International and inland waters.

¹ Not required for aviation officers.

² Required for aviation officers only.

⁴ Not required for communication officers.

- (3) Pilot rules.
- (4) Damage control.
- (5) Chemical warfare.
- (6) Emergency drills.
- (7) Organization of ship.
- (8) Weather and Law of Storms.
- (9) Rescue of drowned.
- (10) Duties of watch and division officers.
- (11) Honors, ceremonies.
- (12) Aviation Seamanship.

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Navy Regulations.
 Knight's Modern Seamanship.
 Bureau of Ordnance Manual, chapter 13, section F.
 Case Instructions.
 Principles of Warship Construction and Damage Control.
 Watch Officer's Guide.
 Wilson's Relative Movement of Ships.
 Correspondence Course in Seamanship.
 Correspondence Course in Communications.
 Bluejackets Manual, 1938.

(h) *Ordnance and gunnery.*—

- (1) Guns, gun mounts, attachments.
- (2) Ammunition.
- (3) Explosives.
- (4) Projectiles, fuses.
- (5) Fire control.
- (6) Torpedoes and torpedo tubes.
- (7) Armor.
- (8) Optical equipment.
- (9) Depth charges.
- (10) Mines.
- (11) Landing force.
- (12) Magazines.
- (13) Drills and instructions.
- (14) Qualifications of gun and fire-control personnel.
- (15) Duties of division and gunnery officer.
- (16) Safety precautions.

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Navy Regulations.
 Naval Ordnance.
 Landing Force Manual.
 Bureau of Naval Personnel Manual.
 Bureau of Ordnance Manual.
 Bureau of Ordnance Pamphlets.
 Gunnery Instructions for United States Naval Reserves.
 Fire Control Notes, 1940, U. S. Naval Reserve.
 Correspondence Course in Gunnery.

(i) Communications.—

- (1) The Naval Communication Service.
- (2) Internal Organizations.¹
- (3) Duties and Responsibility of Communication officers.
 - (a) Ship's communication officer.
 - (b) Ship's radio officer.
 - (c) Ship's signal officer.
- (4) Communication security.
- (5) Mobilization of communications.¹
- (6) Safety of life at sea and in the air.
- (7) Aircraft communications.
- (8) Inspections.¹
- (9) Messages and mailgrams.
- (10) Shore radio direction finder and beacon service.
- (11) Procedure.
 - (a) General.
 - (b) Naval call signs.
 - (c) Parts of message in naval form.²
- (12) Communication procedure.³
- (13) Naval radiotelephony.³
- (14) Visual signaling.
- (15) Miscellaneous visual and sound.
- (16) Commercial methods and procedure.^{1,3}
- (17) Fleet organization and administration.
- (18) Methods of handling traffic.³
- (19) General knowledge of radio, visual, and sound apparatus; what comprises the equipment, what it is designed to do, and how it is operated.^{1,3}

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U. S. Navy Regulations.
 Communication Instructions, U. S. Navy.
 Radio Manual, U. S. Naval Institute.
 Fundamentals of Radio by Terman.
 Manual of Engineering Instructions.
 Bulletins of Engineering Information.

(j) Marine Engineering.—

- (1) Fundamental principles of steam engineering.
- (2) Properties of steam.
- (3) Fuels, lubricants.
- (4) General description of various types main propelling machinery, boilers, and auxiliaries.
- (5) Use of measuring instruments; indicators, torsionmeters, etc.
- (6) Care and operation of auxiliary machinery.
- (7) Duties of officer of the watch, sea and port.
- (8) Duties and responsibilities of division officer.
- (9) The engine room log.
- (10) Preparation for getting under way, all types main propelling machinery, boilers, and fuel.
- (11) Procedure in securing the Department on anchoring.

¹ Not required for aviation officers.

² Not required for deck or deck-engineer officers.

- (12) Safety precautions and casualties.
- (13) Operation of boiler feed systems, tending water.
- (14) Feed water tests.
- (15) Operation of forced lubrication systems.
- (16) Operation of condensers.
- (17) Methods of warming up.
- (18) Major adjustments, turbines.
- (19) Care, repair, and overhaul of boilers.
- (20) Tests of boilers and fittings.
- (21) Methods of promoting boiler efficiency.
- (22) Operation, care of main turbines.
- (23) Tests of lubricating oil, fuel oil.
- (24) Care, operation, and adjustment of bearings.
- (25) Care, operation, and adjustment of reciprocating engines.
- (26) General description of various internal-combustion engines in use in the Service.
- (27) Duties and responsibilities of Engineer Officer.
- (28) Engineering Materials—uses and characteristics.
- (29) Organization of Engineering Department of a ship.

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U. S. Navy Regulations.

Manual of Engineering Instructions.

Bulletins of Engineering Information.

Handbook of Engineering Fundamentals, by Eshbach
(Wiley Handbook Series, vol. I).

Kent's Mechanical Engineers' Handbook—Power (Wiley
Handbook Series, vol. II), eleventh edition.

Kent's Mechanical Engineers' Handbook—Design—Shop
Practice (Wiley Handbook Series, vol. III), eleventh
edition.

Naval Machinery (1937 U. S. Naval Institute).

Energy Analysis of Naval Machinery (1937 U. S. Naval
Institute).

Internal-Combustion Engines (1937 U. S. Naval Institute).
Diesel Engineering Handbook by L. H. Morrison, eighth
edition.

Engineering Metallurgy by Stoughton and Butts, third
edition.

Navy Educational Course.

Correspondence course in Engineering.

(k) *Electricity*.—

- (1) Units.
- (2) Fuses.
- (3) Switches.
- (4) Motors.
- (5) Generators.
- (6) Wiring systems.
- (7) Circuit breakers.
- (8) Storage batteries.
- (9) Insulating materials.
- (10) Gyrocompass systems.

- (11) Principles of radio.
- (12) Direction finders.
- (13) Instruments on board ship.
- (14) Switchboards, description of.
- (15) Searchlights, care and operation.
- (16) Transformers, description and uses of.
- (17) Care and operation of generating plants.
- (18) Commutator, troubles and remedies.
- (19) Uses of electricity aboard ship—voltages used.
- (20) Description of interior communication system.
- (21) Description and uses of motor generators.
- (22) Difference between the use of (1) series, (2) shunt, (3) compound wound motors.
- (23) Discuss the operation of generators in parallel.

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Manual of Engineering Instructions.
 Bulletins of Engineering Information.
 Electrical Engineers' Handbook—Electric Power, by Pender and Del Mar., third edition (Wiley Handbook Series, vol. IV).
 Electrical Engineers' Handbook—Communication—Electronics, by Pender and McIlwain, third edition (Wiley Handbook Series, vol. V).
 Electrical Engineering Text—Direct Currents, vol. I, third edition by Dawes.
 Electrical Engineering Text—Alternating Currents, vol. II, second edition by Dawes.
 Application of Electricity to Marine Propulsion (Department of Electrical Engineering and Physics (U. S. N. A.)).
 Bureau of Naval Personnel Manual (part G).
 Storage Batteries, third edition by Vinal.
 Fundamentals of Radio (1938), by Terman.
 Radio Manual. U. S. Naval Institute.
 Correspondence course in engineering.

(l) *Aviation.*—

- (1) Airplanes, part I.
 - (a) Aerodynamics and theory of flight.
 - (b) Aviation history.
 - (c) Aerology.
 - (d) Parachutes.
 - (e) Batteries.
 - (f) Engines, power plants, power plant accessories.
 - (g) Aviation fuels and oils.
 - (h) Aircraft propellers.
- (2) Airplanes, part II.
 - (a) Seaplanes.
 - (b) Cross country flying.
 - (c) Salvage, towing, and rescue.
 - (d) Aircraft instruments.
 - (e) Aircraft operations.

- (3) Airplanes, part III.
 - (a) Aerial bombs.
 - (b) Aerial bombsights.
 - (c) Aerial machine guns and gunnery.
 - (d) Aircraft radio and communications.
 - (e) Spotting, observation, and torpedoes.
- (4) *Ability to fly alone.*—The candidate must successfully pass a flight test, as prescribed by the Bureau of Naval Personnel, in a service type airplane.

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Bureau of Aeronautics Manual.
 Bureau of Aeronautics Instrument Manual.
 Bureau of Aeronautics Technical Orders.
 Bureau of Aeronautics Technical Notes.
 Aviation Training Pamphlets (Naval Air Station, Pensacola, Fla.).

(5) Requirements and bibliography, officers of the Staff Corps—requirements under the various subjects and the necessary bibliography follow:

- (a) *General instructions—Medical officers.*—
 - (1) Navy Regulations.
 - (2) Manual of the Medical Department.
- (b) *Professional knowledge—Medical officers.*—
 - (1) Medicine.
 - (2) Surgery.
 - (3) Hygiene.
 - (4) Sanitation.
- (c) *General instructions—Dental officers.*—
 - (1) Navy Regulations.
 - (2) Manual of the Medical Department.
- (d) *Professional knowledge—Dental officers.*—
 - (1) Oral surgery.
 - (2) Bacteriology and pathology.
 - (3) Materia medica and therapeutics.
 - (4) Prostodontia.
- (e) *General instructions—Supply officers.*—
 - (1) Observance of regulations and orders.
 - (2) Authority of officers of the Supply Corps.
 - (3) Punishment for offenses.
 - (4) Assignments to duty of supply officers.
 - (5) Official correspondence.
 - (6) Navy Regulations and Bureau of Supplies and Accounts Manual.
 - (7) Bond requirements for Supply Corps officers.
 - (8) Duties of commanding officer, executive officer, and heads of departments.
 - (9) Duties of division officer.
 - (10) Authority and duties of pay clerks.
 - (11) Organization of the Navy Department.
 - (12) Organization and duties of the Bureau of Supplies and Accounts.

- (f) *Appropriations and funds.*—
 - (1) Source and uses of.
 - (2) Classes and kinds of.
 - (3) The general account of advances.
 - (4) Naval supply account fund.
- (g) *Accounting.*—
 - (1) Scope and purpose of.
 - (2) Titles and accounts.
 - (3) Financial and property returns.
- (h) *Naval stores and material.*—
 - (1) Classification of.
 - (2) Navy stock catalog.
 - (3) Specifications for.
 - (4) Allowance lists.
- (i) *Requisitions.*—
 - (1) Methods of procurement of material.
 - (2) Data shown on requisition form.
 - (3) Shipment requests.
 - (4) Preparation and approval of requisitions.
 - (5) In excess and not in excess requisitions.
 - (6) Action by yard on ships.
 - (7) Requisitions for special materials or services.
- (j) *Purchasing.*—
 - (1) Principles of purchasing system.
 - (2) Statutory requirements.
 - (3) Advertising.
 - (4) Bids, acceptances, and awards.
 - (5) Formal contracts.
 - (6) Guarantees and bonds.
 - (7) Restrictions on purchases.
 - (8) Defaulting and debarred contractors.
- (k) *The supply system ashore.*—
 - (1) Upkeep and replenishment of stock.
 - (2) Receipt and inspection of material.
 - (3) Care and preservation of stock.
 - (4) Issue, transfer, and sale of stock.
- (l) *Supply afloat.*—
 - (1) Books, records and returns.
 - (2) Receipt, custody, and issue of stock.
 - (3) Equipage accounts.
 - (4) Ship allotments.
- (m) *Provisions and subsistence.*—
 - (1) Purchase, inspection, stowage, inventory, and sale of provisions.
 - (2) Ration allowances.
 - (3) Operation of the general mess.
 - (4) Reports and returns.
- (n) *Clothing and small stores.*—
 - (1) Sources of supply.
 - (2) Custody, care, issue, and inventory of clothing.
 - (3) Reports and returns.
- (o) *The ship's store.*—
 - (1) Operation of ship's store.
 - (2) Procurement, care, and inventory of stock. ■
- (p) *Fuel—handling, inspecting, and testing of.*—

(q) Shipments.—

- (1) Preparing, marketing, and routing.
- (2) Bills of lading.
- (3) Drayage and demurrage.

(r) Surveys and sales.—

- (1) General method of conducting.

(s) Navy disbursing.—

- (1) General laws and regulations.
- (2) Duties of disbursing officer.
- (3) Method of obtaining and handling cash and funds on deposit.
- (4) Bills of exchange.
- (5) Custody and preparation of checks.
- (6) Preparation and payment of public vouchers.
- (7) Method of keeping pay rolls.
- (8) Payment of Navy personnel.
- (9) Savings and safe-keeping deposits.
- (10) Allotments of pay.
- (11) Preparation and submission of financial reports and returns.
- (12) Forms of Government insurance.
- (13) Suspensions and disallowances.
- (14) Pay and allowances authorized for naval personnel.

BIBLIOGRAPHY—SUPPLY OFFICERS

Navy Regulations.

Bureau of Supplies and Accounts Manual.

Bureau of Supplies and Accounts Correspondence Course
for Supply Officers.

(t) General instructions—Chaplains.—

- (1) Navy Regulations.
- (2) Manual for Chaplains.

(u) Professional knowledge—Chaplains.—

- (1) Sermons for young men.
- (2) Lectures for Recruits.
- (3) Naval Traditions.
- (4) Practical Applied Psychology as dealing with youth.
- (5) Sociology—The married enlisted man and his family.
- (6) Book review.
- (7) Current events.

BIBLIOGRAPHY—CHAPLAINS

Navy Regulations.

Manual for Chaplains.

Naval Customs and Traditions—Lovette.

History, U. S. Navy—Clark, etc.

History, U. S. Navy—Knox.

History, U. S. Navy—Pratt.

Morale and its Enemies—Hocking.

Management of Men—Munson.

Morale—Hall.

What Men Live By—Cabot.

Art of Ministering to Sick—Cabot & Dicks.

Social Service and Art of Healing—Cabot.

The Art of Helping People out of Trouble—De Schweinitz.

(6) Chief warrant and warrant officers. Examinations of candidates for appointment as warrant officer shall be conducted in accordance with articles H-2209 and H-2320. Warrant officers may be promoted to chief warrant officer upon their own application and qualification in accordance with the requirements for the corresponding grades in the Regular Navy. Unless warrant officers meet the 6-year active service requirement for promotion in the Regular Navy they shall be required to have served as warrant officers in the Naval Reserve for at least 10 years and shall have performed during that time a total of at least 1 year of active service.

(7) The Chief of Naval Personnel may amend the scope of examinations for Naval Reserve officers as prescribed in this article, upon the recommendation of the Naval Examining Board, with the concurrence of the bureaus and offices concerned.

H-3605. SCOPE OF EXAMINATION FOR OFFICERS OF VOLUNTEER RESERVE (SPECIAL SERVICE).—The professional examination of officers, Volunteer Reserve (Special Service) will consist of an examination of their records and progress in professional attainments as indicated in increases in earning capacity, authority, and responsibility, and in the discretion of the naval examining board of a written examination in such subjects as the board may specify.

H-3606. SCOPE OF EXAMINATION FOR OFFICERS OF THE MERCHANT MARINE RESERVE FOR PROMOTION TO CAPTAIN AND COMMANDER.—For promotion to the ranks of captain and commander, officers of the Merchant Marine Reserve will be examined in the subjects prescribed for officers of the Organized Reserve and Volunteer Reserve (General Service), as deck officers, engineering officers, or staff officers, according to their classification.

Section 7. ADVANCEMENT AND CHANGES IN RATINGS OF ENLISTED MEN¹

H-3701. REQUIREMENTS FOR ADVANCEMENT IN CLASSES O-1 AND O-2.

(1) Enlisted men in classes O-1 and O-2 below the rating of petty officer, first class may be advanced in pay grade to fill vacancies in the quotas in ratings and pay grades prescribed for the organizations to which attached, in accordance with the following requirements:

- (a) Except in rating of apprentice seaman, must have served 1 year in present pay grade.
- (b) For rating of apprentice seaman, must have served 9 months in that grade.
- (c) Must have performed at least 14 days' active or training duty in present pay grade.
- (d) Must have performed a minimum of 36 drills or periods of equivalent instruction or duty during the year immediately preceding.
- (e) Must be recommended for advancement by his commanding officer.
- (f) Must pass the required professional examination as prescribed for enlisted men of the Navy of similar grade; except that apprentice seamen may be advanced to the ratings of seaman second class or fireman third class without professional examination.
- (g) Must satisfactorily complete the Bureau of Naval Personnel Training Course for the higher rating before being examined for advancement, except where there are no courses available in the organization for the rating for which the man is being examined. In the latter case, a certification to the effect that the course is not

¹ Advancements under this section suspended for duration of the war.

available shall be placed on the report of examination by the commanding officer of the organization.

- (h) The information required by subparagraphs (a), (b), (c), (d), and (g) above will appear over the commanding officer's signature in the report of examination, Form B. N. P. 971.

(2) The professional examinations required for advancements to ratings below that of petty officer first class except hospital corpsman shall be conducted by an officer of appropriate class not below the rank of lieutenant (junior grade). For advancements to petty officer first class, chief petty officer and hospital corpsman ratings, the examinations shall be conducted by a board in accordance with article D-5105 of the Bureau of Naval Personnel Manual insofar as applicable to the Naval Reserve.

(3) Petty officers first class of the above classes will be eligible for advancement to chief petty officer (acting appointment) ratings to fill vacancies in the quotas in ratings and pay grades prescribed for the organization to which attached, in accordance with the following requirements:

- (a) Must have served 2 years in present pay grade.
- (b) Must have performed at least 14 days' active or training duty in present pay grade on a cruising vessel, as defined in article H-3708 (b), during each of the last 2 years, exclusive of short periods of training duty without pay or allowances of less than 4 days' duration and exclusive of repeated periods of training duty without pay or allowances (see art. H-1702 (3) and H-1703).
- (c) Must have performed a minimum of 36 drills or periods of instruction or duty during each of the last 2 years.
- (d) Must be recommended by his commanding officer.
- (e) Must pass the required professional examination as prescribed for enlisted men of the Navy of similar grade.
- (f) Must satisfactorily complete the Bureau of Naval Personnel Training Course for chief petty officers and for the higher rating, except as provided in the cases of other enlisted men in paragraph (1) (g) above.

(4) Enlisted men shall not be advanced more than one grade at a time except by special authority in each case by the Bureau of Naval Personnel.

(5) Except as provided in paragraph (6) hereof, enlisted men may be advanced by the battalion or squadron commander, or, in the case of a division not attached to a battalion, by the division commander in accordance with the foregoing requirements without reference to the Bureau of Naval Personnel, provided the quota of men in each rating and pay grade as prescribed for the organization is not exceeded.

(6) Advancements to chief petty officer rating, advancements in the hospital corps and changes in rating to hospital corps ratings may be made only after approval by the Bureau of Naval Personnel.

(7) For the purpose of fulfilling requirements as to drills, as a prerequisite for advancement, due credit will be given for drills missed on account of absence in the performance of active or training duty; and for drills performed without compensation.

H-3702. REQUIREMENTS FOR ADVANCEMENT IN CLASSES V-1 AND V-2.

(1) Enlisted men of classes V-1 and V-2 will be eligible for advancement under the same conditions as prescribed in article H-3701 for the advancement of men in classes O-1 and O-2 with the following exceptions:

- (a) An additional period of 14 days' active or training duty may be

credited in lieu of the 36 drills required by article H-3701 (1) (d) during the year immediately preceding the date of advancement.

- (b) Attendance in present rating at 75 percent of the drills of the organization to which attached or with which associated, during the 3 years immediately preceding advancement may be credited in lieu of the drills and active or training duty otherwise required.
- (c) Advancements may be made irrespective of vacancies in quotas in ratings and pay grades for the organization to which attached or with which associated. However, in determining the relative efficiency of various organizations, due consideration will be given to the vacancies in such quotas.

(2) Shipkeepers may be advanced in rating under the same conditions as provided in articles H-3701 and H-3708, excepting that 14 days' training duty will not be required and credit may be given for constructive drills at the rate of 3 drills per month for each month actually served at shipkeeper duty, toward meeting the minimum requirement of 36 drills as required for advancement of enlisted men of the Organized Reserve and further provided that funds in the Commandant's allotment for pay of shipkeepers are available for the increase of pay. Apprentice seamen may, however, be advanced to seaman second class, if otherwise qualified, after having performed 27 constructive drills.

H-3703. REQUIREMENTS FOR ADVANCEMENT IN CLASS V-3.

(1) Except as provided in subparagraphs (2), (3), (4), and (5) hereof, enlisted men of class V-3 may be advanced by Commandants to the next higher rating authorized for that class, when they have complied with the requirements set forth hereinafter. Reference to the authority contained herein shall be made on all records of advancements.

- (a) Have served a minimum of 1 year in present pay grade.
- (b) Have, during the 15 months preceding advancement, attended a minimum of 75 percent (but in no case less than 27) of all drills authorized for their organization by the District Commandant.
- (c) Have performed 14 days' active or training duty during service in present pay grade; or, if such duty is not available, have attended one additional drill above the number required by (b), in lieu of each day short in active or training duty.
- (d) Have satisfactorily completed the Bureau of Naval Personnel training course for the higher rating before being examined for advancement, except where there are no courses available in the organization for the rating for which the man is being examined. In the latter case a certification to the effect that the course is not available shall be placed on the report of examination, Form B. N. P. 971, by the commanding officer of the organization.
- (e) Have passed the required professional examinations as prescribed for enlisted men of the Navy for similar grade, except that certain subjects may be exempted when instructional literature and material is not available for training, and where lack of equipment precludes practical demonstration. The examination report, Form B. N. P. 971, shall indicate the subjects exempted for lack of facilities.

(2) For advancement to chief petty officer (acting appointment), class V-3, enlisted men must have complied with the requirements of subparagraph (1), as modified below:

- (a) Have served 2 years in next lower pay grade.
- (b) Have attended the number of drills required by (1) (b) during each of the last 2 years preceding advancement.

(c) Except chief telegraphers, have performed a minimum of 14 days' active or training duty afloat in next lower pay grade, in addition to duty requirements of subparagraph (1) (c).

(d) Have received Bureau of Naval Personnel's approval of such advancement.

(3) Those men of class V-3 who at the time of their enlistment in the Naval Reserve held valid radiotelegraph operators' licenses issued by the Federal Communications Commission may be initially advanced in accordance with the provisions of article H-2511 (3). Those V-3 men who acquire such operators' licenses subsequent to enlistment may be similarly advanced upon receipt of the first such license only. Men of class V-3 enlisted in seaman ratings may be advanced in accordance with article H-2511.

(4) Advancements to chief petty officer (permanent appointment), class V-3, may be made in accordance with article H-3708.

(5) Instructions relative to advancement of telegrapher ratings will be covered in separate publications.

H-3704. REQUIREMENTS FOR ADVANCEMENT IN CLASS V-4.—Enlisted men of class V-4 may be advanced in rating in time of peace after having served one enlistment in such rating, provided that they have satisfied all requirements as to qualification prescribed by the Bureau of Naval Personnel and in accordance with policies presented from time to time by the bureaus and offices concerned or when the individual is assigned to a new mobilization billet requiring a higher rating or when the importance of his present billet justifies.

H-3705. REQUIREMENTS FOR ADVANCEMENT IN CLASS V-5.—Enlisted men of class V-5 shall not be advanced in rating in that class but may be appointed aviation cadets in the manner prescribed in chapter 10 hereof.

H-3706. REQUIREMENTS FOR ADVANCEMENT IN CLASS V-6.—Enlisted men in class V-6 may be advanced in rating in the same manner as prescribed for members of classes V-1 and V-2. Advancements may be made by the District Commandant of qualified men.

H-3707. REQUIREMENTS FOR ADVANCEMENT IN CLASS M-1.—Enlisted men of class M-1 will be advanced in ratings under such special instructions as may be issued by the Bureau of Naval Personnel from time to time.

H-3708. REQUIREMENTS FOR PERMANENT APPOINTMENTS OF CHIEF PETTY OFFICERS.—Permanent appointments may be issued by the Bureau of Naval Personnel to chief petty officers when recommended by their commanding officers subject to the minimum requirements indicated below:

(a) Must have served under acting appointment for a total of 4 years in their respective ratings, have performed not less than 56 days' active duty or training duty on a cruising vessel during the last 5 years and have performed a minimum of 36 drills or periods of equivalent instruction or appropriate duty during each year.

(b) Vessels of the United States Fleet, vessels assigned to the Naval Reserve and designated for the performance of the required 14 days' annual training duty of organizations, meet the requirement of "cruising vessel." For men in classes O-2 and V-2, active or training duty performed on a shore aviation station will be considered as duty on a cruising vessel for purposes of qualifying for permanent appointment.

(c) In the case of men on active duty in connection with the instruction, training, and drilling of the Naval Reserve, each period of 6 months' continuous duty will be credited at a double value for the purpose of fulfilling the requirements of subparagraph (a) hereof. The

issuance of permanent appointments to men in this category is also dependent upon the availability of funds to cover the increased pay involved.

- (d) During the 4-year period necessary to establish eligibility the average marks in proficiency in rating, conduct, and ability as leader of men must not be less than 3.5 and no mark (except marksmanship) less than 3.2.
- (e) When recommending men for permanent appointment, commanding officers will forward to the Bureau of Naval Personnel page 9-10 of current service record entered to date and a copy of the report of examination on Form B. N. P. 971. The first endorsement at the bottom of this form must be properly filled out to show the date of the commanding officer's recommendation. This endorsement shall be signed by the commanding officer.
- (f) Permanent appointments are issued to protect chief petty officers in their ratings and may not be revoked by the commanding officer. Should a man holding a permanent appointment prove not qualified to perform properly the duties of his rating, full report of the circumstances should be made to the Bureau of Naval Personnel. The man concerned should be given an opportunity to make a written statement, and this statement should be forwarded with the recommendation of the commanding officer in the premises.
- (g) The effective date of permanent appointment will be determined by the Bureau of Naval Personnel and will be stated on the face of the appointment. When an appointment is received, an entry will be made in the service record of the man and the appointment will be delivered to him at quarters or at drill assemblage. It is the property of the man but may be put with his service record or continuous service certificate if he so desires.
- (h) Failure to receive an honorable discharge or to reenlist within three months of date of honorable discharge cancels permanent appointment.

H-3709. REPORTS OF EXAMINATION FOR ADVANCEMENT IN RATING, B. N. P. 971.

(1) Examinations for enlistment or advancement in rating of enlisted men under articles H-2510, H-2511, H-2514, H-3701, H-3702, H-3703, H-3706, and H-3708 and for transfers pursuant to article H-4106 (c) and (e) shall be conducted in accordance with chapter 5, part D, Bureau of Naval Personnel Manual, insofar as applicable, or in accordance with such special instructions as may be issued by the Bureau of Naval Personnel, and reported on Bureau of Naval Personnel Form B. N. P. 971, except that all examinations for class V-3 shall be issued and graded by an examining board appointed by District Commandants.

(2) Required practical examinations should be carried out insofar as practicable with facilities available to the Naval Reserve. Notation should be made on Form B. N. P. 971, Par. 2 (Qualifications), of the subparagraphs which apply in each case with appropriate entry as to successful completion or lack of facilities. The assignment of marks is not required for the practical factors.

H-3710. CHANGES IN RATING IN SAME PAY GRADE.—Changes in rating within the same pay grade may be made under the same conditions as are prescribed for advancements in rating, except as to the requirements for length of service in rating or pay grade, and performance of drills or active or training duty.

CHAPTER 4

TRANSFERS

Section 1. TRANSFERS BETWEEN CLASSES OF THE NAVAL RESERVE

H-4101. TRANSFER OF OFFICERS AND ENLISTED MEN FROM THE ORGANIZED RESERVE.

(1) Officers and enlisted men of the Organized Reserve who are unable to conform to the requirements of that class, but whose retention in some other class of the Naval Reserve is deemed desirable, may be transferred to such other class for which qualified.

(2) Men employed as ship or stationkeepers shall be transferred to the Volunteer Reserve.

(3) The transfer of officers out of the Organized Reserve shall not be effected as a means of enforcing discipline.

H-4102. TRANSFERS OF OFFICERS TO THE ORGANIZED RESERVE AND THE VOLUNTEER RESERVE (GENERAL SERVICE).

(1) Officers of the Volunteer Reserve (General Service) and class A-V(N) may be transferred to the Organized Reserve to fill vacancies in the Organized Reserve.

(2)¹ Officers of the Volunteer Reserve (Special Service), other than class C-V(S), are not eligible for transfer to the Organized Reserve or Volunteer Reserve (General Service) unless they fulfill the same requirements as to age and physical and professional qualifications as are prescribed for the Organized Reserve, and then only in the ranks in which original appointments in the Organized Reserve are authorized, except that special consideration may be given to transfer in the rank and with the precedence which would have been attained had original appointment been made in the Organized Reserve.

(3)¹ Officers of class C-V(S) may, upon qualification by professional and physical examinations, be transferred to class C-V(G) in grades not above lieutenant. A new commission with date of rank as determined by the Bureau of Naval Personnel will be issued. Insofar as practicable, the rank shall be that which they would have attained had original appointment been made in the Volunteer Reserve (General Service).

(4) Officers of the Fleet Reserve and Merchant Marine Reserve shall not be transferred to the Organized Reserve or Volunteer Reserve (General Service).

H-4103. TRANSFERS OF OFFICERS TO THE VOLUNTEER RESERVE.

(1) Officers of the Organized Reserve may at their own request be transferred to the classes of the Volunteer Reserve for which qualified or they may be so transferred on account of failure or inability to fulfill the requirements of the Organized Reserve. When suitable officers of the Organized Reserve or Volunteer Reserve (General Service) are available to fill the vacancies thereby created in the organizations to which attached, officers of the Organized Reserve shall be transferred to the Volunteer Reserve (General Service) upon arrival at the following age in grade:

Lieutenant commander.....	48
Lieutenant.....	43
Lieutenant (junior grade).....	38
Ensign.....	33

¹ Limitations as to rank and precedence on transfer suspended for duration of the war.

(2) Officers of the Merchant Marine Reserve may be transferred to the classes of the Volunteer Reserve (Specialist Service) for which qualified to fill vacancies in authorized quotas.

(3) Officers of the Volunteer Reserve (General Service) may be transferred to Special Service classes, or other general service classes for which qualified, to fill vacancies in authorized quotas. Applications for transfer to the Volunteer Reserve (Special Service) shall be submitted on the form which would be required for an original appointment. Evidence of citizenship, transcript of educational qualifications, letters of recommendation, fingerprint record, photographs, statement of prior naval or military service, and report of investigation on Form B. N. P. 944 need not be furnished with applications for transfer unless required to determine the candidate's current qualifications for transfer. Action thereon shall likewise be such as may be prescribed in the case of an original appointment.

(4) Officers of classes A-O and A-V(G) who fail to maintain their flight qualifications for class A-O or A-V(G), but who are otherwise especially desirable and qualified for ground duty or other aviation duty, may be transferred to class A-V(S). Officers so transferred to class A-V(S) may be retransferred to class A-O or A-V(G) upon reestablishing their qualifications therefor.

H-4104. TRANSFERS OF OFFICERS TO MERCHANT MARINE RESERVE.—Officers of the Organized Reserve and Volunteer Reserve may be transferred to the Merchant Marine Reserve if qualified for that class.

H-4105. TRANSFER OF OFFICERS—DATA REQUIRED IN EFFECTING.

(1) All transfers of officers between classes of the Naval Reserve will be effected by the Bureau of Naval Personnel upon the recommendations of the Commandants of naval districts and bureaus or offices concerned.

(2) Requests for transfer to a class the professional requirements of which differ from present class shall be forwarded on the form prescribed in article H-1822 for original appointment in the class to which transfer is desired. The forwarding endorsement shall include data as to status of quota and professional suitability of applicant with supporting data for filling any vacancy that may exist.

H-4106. TRANSFERS OF ENLISTED MEN BETWEEN CLASSES OF NAVAL RESERVE.—Commandants of naval districts are authorized to transfer enlisted men of the Naval Reserve from one class to another for which qualified, subject to following restrictions:

- (a) Transfers to classes O-1 and O-2 shall only be made to fill vacancies in rating and pay grade.
- (b) Transfers to classes V-1, V-2, and V-3 shall only be made within procurement or mobilization quotas.
- (c) Enlisted men of class V-3 must qualify by professional examination required by article H-3709 for transfer to classes O-1, V-1, O-2, and V-2. In addition, enlisted men of classes O-2 and V-2 must qualify by physical examination for aviation duties as required by the Manual of the Medical Department, paragraph 1539 (a) and (b), for unclassified persons ordered to duty involving flying.
- (d) Men of classes V-4 and V-5, and those men of class V-6 ineligible on account of age for classes O-1, O-2, V-1, V-2, or V-3 at time of enlistment or who were transferred to class V-6 on account of lack of interest, shall not be transferred to classes O-1, O-2, V-1, V-2, or V-3, without specific authorization from the Bureau of Naval Personnel.

- (e) A man who was originally enlisted in some other class of the Naval Reserve in a rating higher than that authorized for first enlistments in the Organized Reserve, may not be transferred to fill a vacancy in the complement of an organization of the Organized Reserve in such higher rating unless he has qualified for the rating by examination, Form B. N. P. 971.
- (f) Enlisted men of the Fleet Reserve and Merchant Marine Reserve shall not be transferred to other classes of the Reserve without special authority from the Bureau of Naval Personnel.
- (g) No transfers will be made to classes V-5 and V-7 except upon special authority of the Bureau of Naval Personnel.

Section. 2. TRANSFERS BETWEEN BATTALIONS, DIVISIONS, AND SQUADRONS, AND OTHER ORGANIZATIONS

H-4201. OFFICERS OF ORGANIZED RESERVE.

(1) Commandants of naval districts are authorized to transfer officers of the Organized Reserve between battalions, divisions, and squadrons to fill vacancies.

(2) Copies of letters effecting such transfers shall be forwarded to the Bureau of Naval Personnel.

H-4202. OFFICERS OF VOLUNTEER RESERVE.

(1) Commandants of naval districts may transfer officers of the Volunteer Reserve from a unit of the Naval Reserve with which associated to another unit for voluntary training.

(2) Copies of letters effecting such transfers shall be forwarded to the Bureau of Naval Personnel.

H-4203. ENLISTED MEN OF ORGANIZED RESERVE.—Commandants of naval districts are authorized to transfer enlisted men of classes O-1 and O-2 between battalions, divisions, and squadrons to fill vacancies. Battalion commanders are authorized to transfer such men between divisions of the same battalion.

H-4204. ENLISTED MEN OF VOLUNTEER RESERVE.—Commandants of naval districts are authorized to transfer enlisted men of the Volunteer Reserve between battalions, divisions, and squadrons of the Organized Reserve, with which associated, between sections and units of the Naval Communication Reserve, and between zones and subzones of the Naval Intelligence Reserve. Battalion commanders are authorized to transfer such men between divisions of the same battalion.

H-4205. ENTRIES OF TRANSFERS IN SERVICE RECORDS.—Appropriate entries of all transfers of enlisted men shall be made in their service records.

Section 3. TRANSFERS BETWEEN NAVAL DISTRICTS

H-4301. TRANSFERS OF OFFICERS NOT ON ACTIVE DUTY.

(1) Upon change of permanent official residence of a Naval Reserve officer not on active duty from one district to another, the Commandant of his naval district shall transfer him to the naval district indicated and shall transmit his records to the Commandant of the naval district to which transferred. A copy of the letter of transmittal shall be forwarded to the Bureau of Naval Personnel, and in the case of a special service or staff officer whose specialty is under the cognizance of a bureau or office of the Department copies shall be forwarded to such office or Bureau and to the activity controlling mobilization assignment.

(2) When an officer of the Volunteer Reserve (Special Service) changes his official residence to another naval district, he will retain his mobilization assign-

ment unless and until such assignment is changed by the Bureau of Naval Personnel upon recommendation of the two districts or activities concerned. No change in procurement quota charge will result unless there is a corresponding change in the mobilization quota charge.

(3) Upon change of official residence to an address outside of the United States or its possessions, the officer's records shall, except as provided in article H-1404 (4), (5), and (6), be transmitted to the Bureau of Naval Personnel via the Chief of Naval Operations (Office of Naval Intelligence).

H-4302. TRANSFERS OF ENLISTED MEN NOT ON ACTIVE DUTY.—Upon change of permanent official residence from one district to another, the Commandant of his naval district shall transmit by letter the records of the man concerned to the Commandant of the naval district to which transferred. A copy of the letter of transmittal shall be forwarded to the Bureau of Naval Personnel.

H-4303. TRANSFERS AS AFFECTING QUOTA CHARGES.

(1) Except as provided in article H-4301 (2), upon transfer to another naval district of an officer carried as a charge against the procurement quota of his former district, the quota charge shall be removed from the old district. The officer transferred shall be entered as a charge against the quota of the new district provided:

- (a) The district mobilization quota is not exceeded thereby, and
- (b) The services of the officer can be utilized on mobilization.
- (c) If the foregoing conditions cannot be met, the Bureau shall be advised and instructions requested.

(2) In the event that transfer of enlisted men between districts causes procurement or allowed quotas to be exceeded, the new Commandant shall correct the excess by transfer between classes if so authorized by article H-4106; if correction cannot thus be effected, the circumstances shall be reported to the Bureau of Naval Personnel.

Section 4. TRANSFERS BETWEEN SHIPS AND STATIONS

H-4401. OFFICERS PERFORMING ACTIVE DUTY.—Officers performing active duty in time of peace may be transferred from one ship or station to another only by the Bureau of Naval Personnel.

H-4402. ENLISTED MEN PERFORMING ACTIVE DUTY.—Enlisted men performing active duty in time of peace may be transferred from one ship or station to another in the same naval district by the District Commandant. Transfers of such men to ships or stations of other districts may be made by the Commandant only upon authority of the Bureau of Naval Personnel in each case.

H-4403. OFFICERS AND MEN PERFORMING TRAINING DUTY.

(1) Officers and men performing training duty may be transferred from the ship or station in which the training was authorized, to another by the Commandant of the district or commanding officer who authorized the training, or by the senior officer present, provided no expense to the Government is involved, and their training can be more effectively carried on by reason of such transfer.

(2) The commanding officer of a ship or station is authorized to effect transfers without prior authority in cases of emergency.

(3) Officers and men shall not, by reason of being called to active duty, be removed from the rolls of the District from which ordered, unless during the period of active duty a change in official residence is effected with the approval of the Bureau of Naval Personnel in the case of an officer, or of the commanding officer in the case of an enlisted man, as provided in article H-1802 (3). In the cases of officers, the procedure prescribed in article H-4301 and in the cases of enlisted men the procedure prescribed in article H-4302 shall be followed.

CHAPTER 5

INSTRUCTION AND TRAINING

Section 1. INSTRUCTION AND TRAINING POLICY AND ASSIGNMENT OF INSTRUCTORS FOR NAVAL RESERVE

H-5101. INSTRUCTION AND TRAINING POLICY.

(1) It is the policy to provide for the instruction and to conduct the training of individuals and organizations of the Naval Reserve so as to obtain trained personnel in numbers and composition to complete the War Organization of the Navy.

(2) In time of war or national emergency, the training of the Naval Reserve shall be as prescribed by the Chief of Naval Personnel.

H-5102. BUREAU OF NAVAL PERSONNEL CHARGED WITH THE INSTRUCTION AND TRAINING OF THE NAVAL RESERVE.

(1) The Bureau of Naval Personnel is charged with the instruction and training of the Naval Reserve and prescribes the details of instruction and training of various individuals and organizations of the Naval Reserve, both ashore and afloat.

(2) The cooperation and assistance of the various bureaus and offices of the Navy Department will be sought in connection with the instruction and training of those individuals and organizations of the Naval Reserve in which such bureaus and offices are concerned.

(3) The Commandants of the several naval districts, under the supervision of the Bureau of Naval Personnel and other cooperating and assisting bureaus and offices, are charged with the instruction and training of the Naval Reserve under their jurisdiction.

(4) Special classes of instruction composed of officers and men may be organized by the Commandants of naval districts without reference to the Bureau of Naval Personnel.

H-5103. INSPECTOR-INSTRUCTORS OF THE NAVAL RESERVE AND NAVAL RESERVE INSTRUCTORS.

(1) *Inspector-instructors of the Naval Reserve.*—Officers of the Regular Navy of the rank of lieutenant commander or above, who are ordered by the Bureau of Naval Personnel to regular duties instructing the Naval Reserve, will be issued orders as inspector-instructors of the Naval Reserve at the place or in the area in which stationed.

(2) Officers of the Regular Navy when ordered by the Bureau of Naval Personnel to additional duty instructing the Naval Reserve, and officers of the Regular Navy below lieutenant commander in rank ordered to such duty as regular duty, will be ordered as Naval Reserve instructors for the organization or organizations designated in their orders.

(3) Commandants of the several naval districts may assign regular officers assigned the districts to additional duty to assist in the instruction and training of Naval Reserve organizations and individuals under their jurisdiction.

H-5104. OFFICERS OF THE NAVAL RESERVE ASSIGNED TO DUTY ON COMMANDANT'S STAFF TO INSTRUCT NAVAL RESERVES.—Commandants may appoint officers of the Naval Reserve, including those in both active and inactive

duty status, to duty on their staffs to assist in the instruction and training of Naval Reserves, but may not place any Reserve officer on active duty for this purpose.

H-5105. THE COMMANDANT OF THE NAVY YARD, WASHINGTON, D. C., IS CHARGED WITH THE INSTRUCTION AND TRAINING OF RESERVISTS.—The Commandant of the Navy Yard, Washington, D. C., is charged with the instruction and training of the reservists of all classes within his jurisdiction, as outlined in Art. H-1404 (2). He may assign officers of the Regular Navy and the Naval Reserve to duty to assist, in accordance with articles H-1404 (1) and (2), H-5103 (2), and H-5104.

H-5106. ASSIGNMENT OF OFFICERS TO COMMAND VESSELS FOR TRAINING NAVAL RESERVES.—Except for those vessels the commanding officers of which are detailed by the Bureau of Naval Personnel, Commandants of naval districts and the Commandant of the Navy Yard, Washington, D. C., are authorized to order officers qualified therefor to command vessels assigned for training the Naval Reserve, but not to place any Reserve officer on active duty for this purpose. Copies of orders assigning officers to command such vessels shall be forwarded to the Bureau of Naval Personnel.

H-5107. COMMANDING OFFICERS OF VESSELS ENGAGED IN TRAINING NAVAL RESERVES.—Commanding officers of vessels engaged in training Naval Reserve organizations and individuals are charged with the task of providing the maximum training obtainable for the duration of the training period.

H-5108. COMMANDING OFFICERS OF NAVAL RESERVE AVIATION BASES.—Commanding officers of Naval Reserve aviation bases are charged with the task of providing the reserves the maximum training obtainable with the facilities and equipment of the bases.

Section 2. INSTRUCTION OF NAVAL RESERVE

H-5201. MEANS OF INSTRUCTION PROVIDED FOR NAVAL RESERVE.—The following means of instruction are provided for the instruction of the Naval Reserve:

- (a) Correspondence courses.
- (b) Naval War College correspondence courses.
- (c) Reading courses.
- (d) Enlisted training courses.
- (e) Naval Reserve lectures.
- (f) Class instruction at armories and aviation bases.
- (g) Instruction through radio communication.

H-5202. CORRESPONDENCE COURSES.

(1) Correspondence courses in various professional subjects will be provided for Naval Reserve Officers and the means of conducting such courses established by the Bureau of Naval Personnel, with the cooperation and assistance of other bureaus and offices, when required.

(2) The list of professional subjects covered in these correspondence courses, together with the agency conducting each course, will be published from time to time.

(3) Application for enrollment in any of these courses should be made to the nearest Naval Reserve educational center. Enrollments in courses conducted by Naval Reserve educational centers will be made by the Naval Reserve educational center. Enrollments in courses, conducted by other agencies will be made by the agency conducting the course.

H-5203. NAVAL WAR COLLEGE CORRESPONDENCE COURSES.—The Naval War College prepares and conducts a special course in strategy and tactics for officers of the Naval Reserve. Officers of the Naval Reserve are authorized to enroll in the correspondence course in international law conducted by the Naval War College.

H-5204. READING COURSES.

(1) Reading courses in various professional subjects will be provided for Naval Reserve officers by the Bureau of Naval Personnel, with the cooperation and assistance of other bureaus and offices, where required.

(2) The list of professional subjects covered in these reading courses will be published from time to time.

(3) Application for issuance of any of these courses should be made to the District Commandant, who will forward the application together with recommendation to the agency issuing such course.

H-5205. TRAINING COURSES FOR ENLISTED MEN OF THE NAVAL RESERVE.—Bureau of Naval Personnel training courses for enlisted men will be issued for the use of the enlisted men of the Naval Reserve as they become available. These training courses are distributed to the various naval districts in accordance with standard allowance tables established from time to time.

H-5206. NAVAL RESERVE LECTURES.—Lectures are prepared by, or under the supervision of, the Bureau of Naval Personnel for delivery to officers of the Naval Reserve. These lectures should be delivered by officers of the Regular Navy who are familiar with the particular subject of the lectures. The Bureau of Naval Personnel issues these lectures in order to relieve individual officers of the work entailed in preparing a lecture on a particular subject. It must be recognized, however, that the formal delivery of such a lecture alone, especially on a technical subject, will not create and hold interest. The value of the Bureau's lecture courses will depend largely on their presentation and the ability of the speaker to include interesting material from his own experience.

H-5207. ARMORY CLASSES.—Classes of men attached to divisions and squadrons should be formed for instruction in their ratings, using the Bureau of Naval Personnel training courses as the basis for this instruction.

H-5208. INSTRUCTION THROUGH RADIO COMMUNICATION.—For purposes of instruction in radio and general communication duties of officers and men of the Naval Reserve who will be assigned these duties on mobilization, radio circuits may be set up, using frequencies designated for the Naval Reserve by the Chief of Naval Operations.

Section 3. TRAINING OF THE NAVAL RESERVE

H-5301. MEANS OF TRAINING PROVIDED FOR THE NAVAL RESERVE.—The following means of training are provided for the training of the Naval Reserve:

- (a) Regular drills.
- (b) Annual training duty.
- (c) Appropriate duty.
- (d) Equivalent instruction or duty.
- (e) Training duty with pay.
- (f) Training duty without pay.
- (g) Group training duty.

H-5302. REGULAR DRILLS.

(1) Regular drills will consist of training in duties pertaining to the Navy, as designated from time to time by the Bureau of Naval Personnel in separate training instructions.

(2) Regular drills must be—

- (a) Prescribed by the Chief of the Bureau of Naval Personnel for the designated division, squadron, or other authorized organization.
- (b) Performed under orders in accordance with instructions issued by the Bureau of Naval Personnel.
- (c) Designated in advance for each organization as a whole by its commanding officer.
- (d) Of not less than 1½ hours' duration.
- (e) Attended by officers and men in uniform.
- (f) Conducted on days other than legal holidays.

(3) Divisions and other authorized organizations, except aviation organizations and such other organizations as may be specifically authorized by the Bureau of Naval Personnel, will not conduct more than one regular drill in any one calendar week.

(4) Organizations of the aviation component of the Naval Reserve may conduct not more than three regular drills in any one day, not more than three in any one calendar week, nor more than four in any one month. This provision shall also apply to other organizations which have been authorized to hold more than one drill per week in accordance with paragraph (3) above.

H-5303. ANNUAL TRAINING DUTY.

(1) Annual training duty is prescribed for divisions, squadrons, and other authorized organizations of the Naval Reserve, during which time additional concentrated training will be conducted in duties particularly required of these organizations on mobilization. The Bureau of Naval Personnel will issue instructions for training while on annual training duty.

(2) Schedules for annual training duty will be as described in article H-5605.

(3) Divisions and other authorized organizations will conduct this annual training duty in vessels or shore stations designated for this purpose.

H-5304. APPROPRIATE DUTY.

(1) Appropriate duties shall be performed in accordance with paragraph (3) hereof, and may consist of any duties other than active or training duty with or without pay, prescribed by the Reservist's immediate commanding officer as appropriate to the rank or rating of the Reservist concerned.

(2) Orders assigning a Reservist to appropriate duty shall state the nature of the duty to be performed. Copies will be furnished the Bureau of Naval Personnel and the Bureau of Supplies and Accounts (Retainer Pay Section).

(3) A period of appropriate duty shall consist of aggregate duty of not less than 1½ hours per calendar week. Such duty may be performed in broken increments. Duty performed in 1 calendar week may not be credited in a subsequent calendar week.

H-5305. EQUIVALENT INSTRUCTION OR DUTY.

(1) Equivalent instruction or duty for officers and men attached to divisions and other surface organizations will be interpreted as any practical or theoretical instruction, other than group training duty, designated in advance, of not less than 1½ hours' durations, conducted on a day other than one on which a drill has been prescribed, and deemed by the commanding officer to be essential for their training. Not more than 1 period of such instruction or duty shall be performed, under the provisions of this paragraph, in any 1 calendar week, not more than 3 in any 1 calendar month, nor more than 16 in any 1 fiscal year.

(2) A period of equivalent instruction or duty may be allowed officers and men attached to squadrons for an unbroken period of not less than 1½ hours' practical or theoretical ground instruction or for actual flying in Navy aircraft. Such equivalent instruction or duty can be performed only at such times as

may be acceptable to the commanding officer of the aviation base or station; it cannot be performed on a date on which a drill is held for the organization to which the individual is assigned; it need not be designated in advance; and it may be instruction or duty for either a squadron, a group of individuals, or an individual. Officers and men performing equivalent instruction or duty under authority of this paragraph will obtain certificates from the commanding officer of the station for presentation to their organization commanders as evidence of the instruction received or duty performed. Not more than 1 period of equivalent instruction or duty shall be performed under the provisions of this paragraph in any 1 calendar week; not more than 3 in any 1 month; nor more than 16 in any 1 fiscal year.

(3) Equivalent instruction or duty performed under the provisions of paragraphs (1) and (2) hereof, will not be credited to the organization for purposes of competitive standing.

H-5306. TRAINING DUTY WITH PAY.

(1) Officers and men of the Naval Reserve may be permitted, on their own application, to perform training duty with pay and allowances in accordance with the succeeding paragraphs hereof and articles H-1701 and H-1702.

(2) Quotas for training duty with pay for the various classes of the Naval Reserve shall be prescribed by the Bureau of Naval Personnel, in accordance with article H-1406. Under these quotas no individual or organization shall be given in excess of 14 days' training duty with pay, exclusive of travel time, annually, without authority of the Bureau of Naval Personnel.

(3) Officers and men assigned to training duty with pay, of any character, including duty on District or Departmental Naval Reserve Policy Boards, and duty in connection with selective service conferences, unless otherwise specified, shall be charged against these quotas. Special duty of this character assigned officers of the Naval Reserve shall be in lieu of the annual training duty prescribed for the organizations to which they are attached.

(4) Officers and men are interchangeable in the ratio of three men for one officer, in the Volunteer Reserve training quotas. Quotas are not interchangeable between the surface and aviation components.

(5) In the discretion of the district commandants, a part of the officer training quota may be utilized by placing Naval Reserve medical officers on 2 weeks or less of training duty with pay at several conveniently located centers in each naval district, for the purpose of conducting the necessary physical examinations of reservists residing in the vicinity. The medical officers so detailed may be permitted to remain in their own home communities and permitted to carry on their private practice during this period of training duty, so long as it does not interfere with the conduct of these physical examinations. This should assure sufficient remuneration for them to conduct additional physical examinations gratuitously throughout the year. Also, at less convenient and far-removed locations, Naval Reserve medical officers may be placed on short periods of training duty for a few days only, under these same conditions.

(6) Where no flight pay is involved, orders to officers for training duty with pay and allowances, including mileage, may be issued by Commandants of naval districts within the quotas prescribed by the Bureau of Naval Personnel. Orders to training duty involving the flight pay will be issued by the Bureau of Naval Personnel.

(7) Upon completion of training duty with pay, a copy of the orders, with all endorsements, shall be forwarded to the Bureau of Naval Personnel, and to the Bureau of Supplies and Accounts (Retainer Pay Section), under provisions of articles H-1701 (4) and H-1702 (4).

(8) Orders to enlisted men for training duty with pay, within prescribed quotas may be issued by Commandants of naval districts. Flight orders and revocations thereof, however, will be issued by the commanding officer under whom serving and a copy forwarded to the Bureau of Naval Personnel.

(9) Officers and men performing training duty with pay shall be examined physically and found qualified therefor prior to commencement, and shall again be examined physically upon completion thereof, and entries made in health records, in accordance with articles H-1601 (2) (b) and H-1604. In addition, officers and men shall have been vaccinated and given antityphoid prophylaxis and entries to that effect made in their health records prior to commencement of such duty, in accordance with provisions of article H-2509.

(10) Fitness reports shall be submitted upon all officers performing training duty with pay, afloat or ashore, on Forms B. N. P. 960 or 961. Marks should be assigned only for proficiency in grade and class. An officer of class I-V(S), C-V(S), or E-O, for example, should not be marked on his ability to stand a deck-watch, but if able to do so satisfactorily notation should be made. If the duties assigned include a deck-watch or an engine-watch, this fact, together with marks thereon, should be noted in the appropriate places. Comments regarding physical condition or age or recommendations as to retention in the Naval Reserve or as to promotion are not required, except as they may be incident to remarks on performance of duty. If discharge for inefficiency or other good and sufficient reason should be considered desirable, this should be made the subject of a separate letter.

(11) Funds provided for pay of Reserve personnel called to training duty are intended for training such personnel in their mobilization duties. In general if requests for training duty with pay are not in accordance with the type of experience associated with the mobilization duty, they should not be approved. For example, personnel who will be limited to duty on shore during war ordinarily should not be paid for duty afloat. While there are some classes for duty on shore whose mobilization efficiency may be increased by association with forces afloat, the limited funds for peacetime training do not warrant their use for this purpose. Encouragement of these classes to associate with forces afloat while in port or at sea is desirable but only on a voluntary basis.

(12) Requests for training duty with pay, to be performed outside the jurisdiction of the District Commandant to whom the request is made, before favorable action thereon, shall be referred to the commanding officer under whom the duty is requested, if ashore, or to a Force or Type Commander or the senior officer present if afloat.

H-5307. TRAINING DUTY WITHOUT PAY.

(1) Officers and men of the Naval Reserve who desire to perform training duty without pay or allowances and without expense to the Government for travel to and from such duty, may apply to the Commandant of their naval district. In accordance with articles H-1701 and H-1702, Commandants are authorized to approve such request when the duty is to be performed at activities or on board vessels within their jurisdiction. In the case of a request for training duty without pay in another district or on board a vessel outside his jurisdiction, the Commandant receiving the request will forward it with recommendation to the Commandant or commanding officer concerned, if ashore, or to a Force or Type Commander or the senior officer present if afloat, for approval or disapproval and return. The necessary orders will be issued by the Commandant of the district to which the reservist making the request is attached.

(2) In cases where time does not permit securing the approval of the Commandant concerned requests may be made to a Force or Type Commander or the senior officer present of any naval force who is authorized to approve such requests if available accommodations and other circumstances warrant such action, informing the Commandant concerned.

(3) Commandants of naval districts and the Commandant, Navy Yard, Washington, D. C., are authorized to issue authority to any officer or enlisted man of the Naval Reserve to perform repeated periods of training or other duty, without pay, any one period not to exceed 1 week in duration, at the activities or on board vessels within their jurisdiction. Such authority may cover a period not in excess of 1 year, but may be renewed from year to year by the Commandant. Officers of classes A-O and A-V(G) or of other classes who hold effective letters of authority to solo naval aircraft, may be authorized to make flights under authority for repeated periods of duty, in the same manner as they are authorized to perform flights while in an inactive duty status. Such flights shall constitute authorized training duty. Physical examinations will not be required prior to each period of authorized training duty without pay, performed under authority prescribed herein, nor upon the completion thereof, except in case of injury, sickness, or disease, provided that officers authorized to perform flights shall have passed a satisfactory flight physical examination within 6 months immediately preceding any period of duty. In case injury, sickness, or disease is incurred by any member of the Naval Reserve performing such duty, appropriate entries shall be made and required reports submitted. A separate fitness report need not be submitted for officers for each repeated period of training or other duty, but a fitness report submitted at the end of the period covered by the authorization will be considered as part of the officers' official record. The authorization to perform the duty shall be retained at the activity or on board the vessel where the duty is performed, until it expires or is canceled. At the expiration of each period, it shall be signed by the commanding officer, as to date and time of reporting and detachment, and by the reservist performing the duty, as to disease or injury while in a duty status. Completed copies shall then be forwarded to the Bureau of Naval Personnel and the Commandant, and a copy retained for future reference.

(4) Officers and men performing training duty without pay, except as indicated in paragraph (3) hereof, shall be examined physically and found qualified therefor prior to commencement of such duty, and shall again be examined physically upon completion thereof, and entries made in health records. In addition, officers and men shall have been vaccinated and given antityphoid prophylaxis, and entries to that effect made in their health records prior to commencement of such duty, in accordance with provisions of the Manual of the Medical Department, United States Navy.

(5) Fitness reports shall be submitted upon all officers performing training duty without pay, afloat or ashore, as required by articles H-1810 and H-5306 (10).

(6) An entry shall be made in fitness reports and enlisted records to indicate that duty performed was without pay. If records of enlisted men are not available on board ships in which training duty without pay is performed, the Commandant concerned will be furnished the necessary information for entry in such records, as required herein.

H-5308. GROUP TRAINING DUTY.

(1) In accordance with article H-1703, Group Training Duty may be authorized for officers and men of the Naval Reserve who perform short periods of

training duty in vessels or at shore stations, when training duty of this nature is conducted by groups of officers and men.

(2) Written orders thereto as training duty without pay will be issued in accordance with article H-1703.

(3) Records will be maintained by the Commandants and appropriate entries will be made on the fitness reports and in the service records.

(4) Physical examinations will not be required for reservists participating in group training duty.

Section 4. NAVAL RESERVE EDUCATIONAL CENTERS—ENROLLMENTS IN CORRESPONDENCE COURSES—INSTRUCTIONAL COURSES

H-5401. NAVAL RESERVE EDUCATIONAL CENTERS.

(1) Naval Reserve educational centers are established as required, in various naval districts, to assist the Bureau of Naval Personnel in the preparation of correspondence courses and to assist in the conduct of these courses.

(2) These educational centers are established by the Bureau of Naval Personnel and are under the direct supervision of the Commandant of the naval district in which they are located.

(3) Officers of the Regular Navy are detailed to duty as officers in charge of these educational centers by the Bureau of Naval Personnel, but additional officers may be detailed by the Commandant to this additional duty as may be required.

H-5402. LOCATIONS OF NAVAL RESERVE EDUCATIONAL CENTERS AND ENROLLMENT OF NAVAL RESERVE OFFICERS IN CORRESPONDENCE COURSES.—Naval Reserve educational centers are established in the following districts. Each center is responsible for the enrollments as indicated:

(a) *Third Naval District.*—For enrollments from the First, Third, Fourth, Fifth, and Tenth Naval Districts, and the District of Columbia.

(b) *Eighth Naval District.*—For enrollments from the Sixth, Seventh, Eighth, and Fifteenth Naval Districts.

(c) *Ninth Naval District.*—For enrollments from the Ninth Naval District.

(d) *Twelfth Naval District.*—For enrollments from the Eleventh, Twelfth, Thirteenth, Fourteenth, and Sixteenth Naval Districts.

H-5403. APPLICANTS ELIGIBLE FOR ENROLLMENT AND METHOD OF ENROLLMENT.

(1) Naval Reserve officers, cadets and midshipmen may be enrolled in correspondence courses in accordance with instructions issued by the Bureau of Naval Personnel. Enlisted men of the Naval Reserve who have been recommended by their commanding officers as prospective officer material may also be enrolled under the same conditions as officers.

(2) Applicants shall normally not be enrolled in more than one course concurrently.

(3) Applicants who reside in foreign countries, except at embassies or legations, shall not be enrolled or permitted to carry on courses while so residing.

(4) All other applicants shall make requests for courses to their nearest Naval Reserve Educational Center via the commanding officer, with copy to their home district commandant.

(5) The Naval Reserve Educational Centers will enroll applicants without reference to the Bureau of Naval Personnel, except for courses in Naval Intelligence, which must be forwarded to the Chief of Naval Operations for approval.

(6) The officer in charge of each Naval Reserve Educational Center shall furnish the enrollee with a list of books required, the instruction sheets and question sets, and proceed with the conduct of the course.

(7) When a student completes a course, his record card shall be sent to the Bureau of Naval Personnel, with a letter of transmittal in which is shown the student's rank, class, address, the naval district in which his records are kept, and a statement as to whether the course was satisfactorily completed, with the average mark received to two decimal places.

H-5404. ENROLLMENT IN NAVAL WAR COLLEGE CORRESPONDENCE COURSES.

(1) Applicants for enrollment in Naval War College correspondence courses will make application to their district commandant, who shall forward the application to the Naval War College for enrollment.

(2) At the end of each month, the Naval War College shall inform the Bureau of Naval Personnel of the names of all Reserve officers who have been enrolled, who have been disenrolled, and who have completed a correspondence course during the month.

H-5405. INSTRUCTIONAL COURSES CONDUCTED BY BUREAUS AND OFFICES.

(1) Officers of the Naval Reserve are expected to complete the instructional course of the bureau or office prepared for their particular qualifications as indicated in article H-5202.

(2) Application for these instructional courses will be made to the Commandants of the naval districts. Commandants shall issue these courses except where the course requested is conducted by the bureau or office concerned, in which case they shall forward applications to the appropriate bureau or office.

(3) Officers on duty in the naval districts may be assigned additional duty by the Commandants to assist Naval Reserve officers in these instructional courses.

(4) Commandants shall require officers to report completion of instructional courses issued by them, and shall maintain a record of such completions, reporting to the Bureau of Naval Personnel monthly the names of officers having completed such courses during the month.

(5) Bureaus and offices conducting instructional courses shall report to the Bureau of Naval Personnel monthly the names of officers enrolled or disenrolled and of those having completed courses during the month.

Section 5. COMMANDING OFFICERS OF STATIONS AND VESSELS TO WHICH NAVAL RESERVISTS REPORT FOR TRAINING DUTY—NAVAL RESERVE INSTRUCTORS AND INSPECTOR-INSTRUCTORS OF THE NAVAL RESERVE

H-5501. COMMANDING OFFICERS OF STATIONS AND VESSELS TO WHICH NAVAL RESERVISTS REPORT FOR TRAINING DUTY.

(1) Commandants will, when ordering individual naval reservists to training duty, with or without pay, to stations or vessels, indicate the type of training it is desired the reservist will be given during the training period.

(2) The type of training to be conducted will be such as to qualify the officer or man for his particular mobilization assignment.

(3) Commanding officers of stations and vessels will provide for the particular training indicated by assigning officers attached to the station or vessel additional duty to assist in the required training.

H-5502. NAVAL RESERVE INSTRUCTORS.

(1) Depending upon current availability, a limited number of officers of the Regular Navy will be issued orders by the Bureau of Naval Personnel to report to Commandants for duty as instructors of naval reservists in localities where their services are most needed or can best be utilized in the training and instruc-

tion of divisions, squadrons, or other authorized organizations of the Naval Reserve. To further provide instructors of the Regular Navy, Commandants shall recommend to the Bureau of Naval Personnel the issue of additional duty orders as Naval Reserve instructors for officers most available and best suited for such duty. In making these recommendations, Commandants shall endeavor to limit travel required of instructors as much as practicable, and shall give due consideration to the effect upon paramount duties of officers concerned.

(2) It is desirable, where travel is not involved, to use the regular petty officers of the recruiting services and shipkeepers who are sufficiently trained to assist in the instruction, and Commandants shall make such arrangements as may be possible to that end.

(3) At localities distant from district headquarters, it is particularly desirable to take advantage of regular officers performing duty thereat for liaison and training aids, where travel is not involved. Commandants should initiate action leading to the use of such officers whenever their services from their regular duties permit.

H-5503. NAVAL RESERVE INSTRUCTORS' ATTENDANCE AT REGULAR DRILLS.

(1) Officers or petty officers who are assigned to instruct Naval Reserve divisions, squadrons, and other authorized organizations, in their immediate vicinity, shall attend each regular drill insofar as practicable. Officers assigned to instruct organizations not in their immediate vicinity will be issued travel orders by the Bureau of Naval Personnel for the purpose of attending regular drills of such organizations in accordance with instructions issued annually. The number of drills attended in the case of these latter officers is dependent upon funds available for travel. Such funds will generally, however, provide for attendance of at least two drills per month from September through May.

(2) In attending regular drills, instructors shall wear appropriate uniforms.

H-5504. DUTIES OF NAVAL RESERVE INSTRUCTORS.

(1) The duties of instructors of naval reservists are essentially advisory. Reserve officers in command of units are responsible for the efficiency of their commands, and instructors shall in no way usurp the functions of these officers. Reserve commanding officers shall, however, lose no opportunity to utilize to the fullest extent the experience and practical and theoretical knowledge of the instructors.

(2) Advice of the instructor on all matters pertaining to training and instruction should be freely sought and freely given. Instructors shall prepare and deliver such lectures, conduct such classes, and assist in the planning and execution of instructions for the benefit of both officers and men, as commanding officers may require in carrying out the training instructions. Instructors shall further assist commanding officers in obtaining necessary instructional books and material.

(3) The commanding officer of a Naval Reserve aviation base is responsible for the instruction of naval aviation reserve personnel attached to the base or squadron. He shall have direct supervision over all military activities of the Naval Reserve and Marine Corps Reserve aviation squadrons assigned to the base. For military purposes Naval and Marine Corps aircraft temporarily at a base come under the jurisdiction of the commanding officer of the base during such stay.

H-5505. INSPECTOR-INSTRUCTORS.

(1) Inspector-instructors will perform the duties normally required of Naval Reserve instructors except insofar as instructions contained in this article, or

otherwise promulgated by the Bureau of Naval Personnel, makes the instructions for Naval Reserve instructors inapplicable to inspector-instructors.

(2) Inspector-instructors will ascertain by informal inspections that organizations to which they are assigned meet required standards as to personnel, training, armories, equipment, records, etc. When no expense for travel is involved, they may be ordered by commandants to inspect organizations to which they are not assigned.

(3) Inspections should be conducted with a view toward correcting errors and mistakes, ensuring compliance with regulations, orders and instructions, and observance of standard training methods and procedures.

(4) Inspector-instructors shall keep commandants informed of the state of training of personnel, the adequacy of armory facilities and equipment, and recommend necessary measures to improve efficiency.

(5) Inspector-instructors shall furnish pertinent information to the reporting seniors for annual fitness reports of commanding officers of battalions or separate divisions to which they are assigned, provided they are senior to such commanding officers. The reports of other officers attached to such organizations shall be forwarded via the inspector-instructor and shall be accompanied by his comments for the commandant's information as appropriate.

(6) Upon recommendation of the commandant, subject to approval of the Bureau of Naval Personnel, inspector-instructors may be ordered to accompany divisions on their annual training cruises to supervise their instruction.

H-5506. TRAVEL ORDERS FOR INSPECTOR-INSTRUCTORS OF THE NAVAL RESERVE AND NAVAL RESERVE INSTRUCTORS.

(1) Instructors will submit requests to the Bureau of Naval Personnel for orders to visit and instruct assigned organizations, as many trips as practicable being made the subject of one request. Requests need not specify exact dates on which travel is to be performed. Request must be submitted sufficiently in advance of the proposed travel to allow orders to be issued. Where orders involving travel expense are required for inspector-instructors, commandants will request such orders from the Bureau of Naval Personnel.

(2) In the event that any travel for which orders have been issued is not performed, the Bureau of Naval Personnel should be advised accordingly forthwith, in order that the obligation of funds therefor may be removed.

Section 6. INSTRUCTION AND TRAINING OF THE ORGANIZED RESERVE

H-5601. OFFICERS AND MEN OF THE ORGANIZED RESERVE REQUIRED TO PERFORM ANNUAL TRAINING DUTY AND TO ATTEND REGULAR DRILLS.

(1) Officers and men of the Organized Reserve are required to perform annual training duty, as prescribed in article H-5303.

(2) Officers and men of the Organized Reserve are required to perform other duties; these other duties are hereby prescribed as regular drills, equivalent instruction or duty, or appropriate duty, in accordance with articles H-5302, H-5304, and H-5305.

H-5602. UNITS OF ORGANIZED RESERVE FOR PURPOSES OF TRAINING.

(1) For purposes of mobilization and training, officers and men of the surface component of the Organized Reserve are formed into divisions. These divisions will be trained primarily as skeleton crews for destroyers.

(2) For purposes of training, officers and men of the Aviation component of the Organized Reserve are formed into squadrons. These squadrons will be trained primarily as scouting squadrons.

H-5603. PERSONNEL OF DIVISIONS AND SQUADRONS WILL BE INSTRUCTED AND TRAINED IN SPECIFIC DUTIES—ADDITIONAL PERSONNEL.

(1) Each officer and man attached to a division or squadron will be instructed and trained in the specific duties of his rank of rating as laid down in the organization tables issued by the Bureau of Naval Personnel.

(2) Officers and men of the Organized Reserve in excess of those shown in the organization tables for divisions and squadrons, including those attached to battalion staffs, will be instructed and trained in the specific duties of their ranks, ratings, and classifications.

H-5604. INSTRUCTION AND TRAINING OF DIVISIONS AND SQUADRONS SPECIFIED BY THE BUREAU OF NAVAL PERSONNEL.

(1) Instruction and training conducted by divisions of the Organized Reserve at regular drills will be in accordance with TRAINING INSTRUCTIONS—U. S. NAVAL RESERVE—ARMORY DRILLS, issued by the Bureau of Naval Personnel.

(2) Instructions and training conducted by squadrons of the Organized Reserve at regular drills will be in accordance with TRAINING INSTRUCTIONS—U. S. NAVAL RESERVE—AVIATION DRILLS, issued by the Bureau of Naval Personnel.

(3) Instructions and training conducted by divisions of the Organized Reserve on annual training duty will be in accordance with TRAINING INSTRUCTIONS—U. S. NAVAL RESERVE—ANNUAL TRAINING CRUISES, issued by the Bureau of Naval Personnel.

(4) Instructions and training conducted by squadrons of the Organized Reserve on annual training duty will be in accordance with TRAINING INSTRUCTIONS—U. S. NAVAL RESERVE—ANNUAL TRAINING FOR AVIATION SQUADRONS, issued by the Bureau of Naval Personnel.

H-5605. SCHEDULES OF REGULAR DRILLS AND ANNUAL TRAINING TO BE PUBLISHED IN ADVANCE.

(1) Division and squadron commanders will publish in advance the days and hours for regular drills, furnishing copies of these schedules to the Commandant of the district, and to the Bureau of Supplies and Accounts (Retainer Pay Section), at the time of submission of drill pay voucher.

(2) The Bureau of Naval Personnel will issue schedules in advance for the dates and itineraries for annual training cruises for divisions of the Organized Reserve.

(3) The Commandants of the districts will issue schedules in advance for the dates for annual training periods of aviation squadrons. Copies of these schedules will be furnished the Bureau of Naval Personnel.

H-5606. OFFICERS AND MEN OF THE ORGANIZED RESERVE REQUIRED TO PERFORM DRILLS AND ANNUAL TRAINING DUTY WITH DIVISIONS OR SQUADRONS TO WHICH THEY ARE ATTACHED.

(1) Except as specified in paragraphs (2) and (3) hereof, officers and men of the Organized Reserve are required to perform annual training with the divisions and squadrons to which attached. They are also required to attend the regular drills of the divisions and squadrons to which attached, except when authorized to perform appropriate duty, or other equivalent instruction or duty, in accordance with articles H-5304 and H-5305.

(2) Officers and men of the Organized Reserve may be excused from performing annual training duty with the organization to which attached, for good and sufficient reasons. Immediately after the training period of the organization to which attached, those failing to perform the required training shall submit written excuses therefor. These excuses shall contain the following information:

- (a) Fiscal year for which submitted.
- (b) Date of enlistment or appointment.
- (c) Date transferred to Organized Reserve.
- (d) Dates of active or training duty performed during preceding 4 years or since enlistment (if serving in first enlistment).
- (e) Previous years excused from training duty.
- (f) Number of drills attended during preceding fiscal year.
- (g) Reasons for failure to perform training duty.

This information should be verified by the organization commander and the excuse forwarded, with appropriate recommendation, to the Commandant. The Commandant is authorized to act on the excuses of those enlisted men who performed the required training duty during the preceding fiscal year. All other excuses will be forwarded by the Commandant, with appropriate recommendation, to the Bureau of Naval Personnel for action. All excuses for the members of any organization shall be forwarded at the same time by the organization commander, with recommendations.

(3) Officers and men of the Organized Reserve are required to perform annual training duty. In order to receive pay for this duty, except in the cases of officers of command rank, staff officers, officers and men attached to the battalion staff and those ordered to perform duty otherwise, it must be performed with the organization to which attached.

(4) Aviation squadrons shall perform their annual training duty as a unit or as nearly a complete unit as possible. Training duty for those officers who, for good reason, are unable to perform their training with their squadrons, may be arranged for groups of not less than three officers whose qualifications and experience are such that they may jointly carry out the parts of the annual syllabus for Naval Reserve aviation training prescribed by the Bureau. Naval aviators on extended active duty at the various Naval Reserve aviation activities may be utilized, when necessary, to complete such groups. In such cases, the Commandants, in forwarding endorsements, will state that one or two regularly assigned officers, as the case may be, will be available to carry out these requirements.

H-5607. RECORD OF REGULAR DRILLS.—The commander of each organization for which regular drills are prescribed shall keep a permanent record of each officer and man of his organization, showing the number of drills prescribed during the month, the name of the person, the date of the drill, the period during which he was actually present and under instruction in uniform, and the character of drill and instruction for the entire period. The immediate commanding officer of a reservist authorized to receive equivalent instruction, perform equivalent duty, or to perform appropriate duties, shall likewise maintain a complete record showing the date, place, amount, and character of the duty or instruction.

Section 7. INSTRUCTION AND TRAINING OF THE MERCHANT MARINE RESERVE

H-5701. OFFICERS AND MEN OF MERCHANT MARINE RESERVE INSTRUCTED AND TRAINED AS INDIVIDUALS.

(1) Officers and men of the Merchant Marine Reserve are instructed and trained as individuals in the specific duties of their particular rank, rating, and classification.

(2) The Bureau of Naval Personnel correspondence courses and the Naval War College correspondence courses are available to the officers for the required instruction.

(3) It is the policy to train members of the Merchant Marine Reserve, as far as practicable, for service in their own vessels.

H-5702. OFFICERS AND MEN OF THE MERCHANT MARINE RESERVE MAY BE AUTHORIZED TO PERFORM TRAINING DUTY.

(1) Officers and men of the Merchant Marine Reserve may be authorized, on their own request, to perform training duty with or without pay in accordance with articles H-5306 and H-5307.

(2) The number of officers and men who may be ordered to training duty with pay will be in accordance with training quotas prescribed by the Bureau of Naval Personnel, which quotas will depend on the availability of funds for this specific purpose.

H-5703. UNITS OF THE MERCHANT MARINE RESERVE AUTHORIZED TO PERFORM REGULAR DRILLS AND ANNUAL TRAINING DUTY.

The Bureau of Naval Personnel may authorize units of the Merchant Marine Reserve to perform regular drills and annual training duty.

H-5704. TRAINING OF MERCHANT MARINE RESERVE UNITS.

Units of the Merchant Marine Reserve shall be trained in accordance with instructions issued by the Bureau of Naval Personnel.

Section 8. INSTRUCTION AND TRAINING OF THE VOLUNTEER RESERVE

H-5801. OFFICERS AND MEN OF THE VOLUNTEER RESERVE INSTRUCTED AND TRAINED AS INDIVIDUALS.

(1) Officers and men of the Volunteer Reserve are instructed and trained as individuals in the specific duties of their particular rank, rating, and classification, and in accordance with their mobilization assignment.

(2) The Bureau of Naval Personnel correspondence courses, Naval War College correspondence courses, and instructional course for their particular classification are available to the officers for the required instruction. Bureau of Navigation training courses are available to the enlisted men in accordance with allowance lists issued by the Bureau of Naval Personnel.

(3) Members of the Volunteer Reserve are encouraged to perform training duties as prescribed by the Commandants or by Bureaus and offices to familiarize themselves with their mobilization duties.

H-5802. OFFICERS AND MEN OF THE VOLUNTEER RESERVE MAY BE AUTHORIZED TO PERFORM TRAINING DUTY.

(1) Officers and men of the Volunteer Reserve may be authorized, on their own request, to perform training duty with or without pay in accordance with articles H-5306 and H-5307, but this training duty must be such as to provide additional training necessary to qualify the individual in his specific mobilization assignment.

(2) The number of officers and men who may be ordered to perform training duty with pay will be in accordance with training quotas prescribed by the Bureau of Naval Personnel, which quotas will depend on the availability of funds for this specific purpose.

H-5803. ORGANIZATIONS OF VOLUNTEER RESERVE OFFICERS AND MEN AUTHORIZED TO PERFORM REGULAR DRILLS AND ANNUAL TRAINING DUTY.

(1) The Bureau of Naval Personnel may authorize the formation of organizations of officers and men of the Volunteer Reserve to perform regular drills and annual training duty.

(2) The number of organizations and their composition will be specified by the Bureau of Naval Personnel and will depend on the availability of funds for this specific purpose.

H-5804. TRAINING OF VOLUNTEER RESERVE ORGANIZATIONS.

(1) Authorized organizations of the Volunteer Reserve will be trained in accordance with instructions issued by the Bureau of Naval Personnel.

(2) The needs of a district for officers to carry on the peacetime administration and training of Special Service classes will be given due consideration by the Bureau of Naval Personnel. Should such needs exceed the district's own mobilization needs, this fact will be duly considered by the Bureau of Naval Personnel in determining the district's procurement quota.

H-5805. OFFICERS AND MEN AND ORGANIZATIONS OF THE VOLUNTEER RESERVE AUTHORIZED TO TRAIN WITH DIVISIONS AND SQUADRONS OF THE ORGANIZED RESERVE.

(1) The Commandants of the naval districts are authorized to permit officers and men and organizations of the Volunteer Reserve to train with divisions and squadrons of the Organized Reserve.

(2) Unless permission to attend drills in accordance with paragraph (1) hereof is in the form of a written authorization, such performance of drills will not entitle officers to reimbursement for uniforms or to other compensation. Written authorization shall not be issued to officers to perform such drills without the prior submission of each such authorization to the Bureau of Naval Personnel for approval.

(3) The numbers of officers and men, and organizations of the Volunteer Reserve permitted to train with divisions or squadrons of the Organized Reserve will be in accordance with instructions issued by the Bureau of Naval Personnel.

H-5806. GROUPS OF OFFICERS AND/OR MEN OF THE VOLUNTEER RESERVE MAY BE ORGANIZED TO CONDUCT INSTRUCTION AND TRAINING.

(1) The Commandants of naval districts may organize groups of officers and/or men of the Volunteer Reserve for instructional purposes.

(2) The instruction and training of these groups will be based on the instructional courses provided in accordance with article H-5204 for the various classifications of officers, and H-5205 for men.

(3) Commandants of naval districts are authorized to appoint Reserve officers as instructors of such classes, and when so appointed they may be given appropriate duty pay by authority of the Bureau of Naval Personnel.

H-5807. OFFICERS OF CLASS A-V(G) REQUIRED TO MAINTAIN PROFICIENCY AS NAVAL AVIATORS.—Officers of class A-V(G) who by their records indicate that they are failing to maintain their flight qualifications shall be required to pass such flight tests as may be prescribed by the Bureau of Naval Personnel once every 4 years, or oftener, as may be desirable, in order to demonstrate their fitness for further retention in class A-V(G). Failure to take or pass such flight test will be sufficient cause for transfer to such other class for which qualified, or discharge.

Section 9. NAVAL RESERVE INSPECTION BOARD**H-5901. THE PURPOSE OF THE NAVAL RESERVE INSPECTION BOARD.**

(1) The purpose of the Naval Reserve inspection board is to determine the degree of preparedness of the Naval Reserve to meet requirements in the event of a war or a national emergency. It shall make such inspections of the administration, organization, and training of the Naval Reserve, and of the various organizations thereof, in the various naval districts, as may be directed by the Chief of Naval Personnel, and shall make an annual report thereon.

(2) The Chief of Naval Personnel will transmit the annual report of the

inspection board to the Secretary of the Navy via the Chief of Naval Operations, with appropriate recommendations.

H-5902. COMPOSITION OF THE NAVAL RESERVE INSPECTION BOARD.

(1) The Naval Reserve inspection board shall be composed of one captain (designated as the president of the board) and at least two other officers of the line of the Navy.

(2) Subboards may be appointed to inspect the Naval Reserve aviation bases and squadrons basing thereon, other specialized organizations of the Naval Reserve and Naval Reserve organizations beyond the continental limits of the United States. When required, subboards for the inspection of Naval Reserve aviation bases and squadrons basing thereon will be appointed by the Chief of Naval Personnel. They shall report the results of their inspections to the Naval Reserve inspection board.

(3) Subboards for the inspection of Naval Reserve organizations beyond the continental limits of the United States will be appointed by the Commandants of the naval districts in which the organizations are maintained. They shall report the results of their inspections to the Naval Reserve inspection board.

H-5903. DUTIES OF THE NAVAL RESERVE INSPECTION BOARD.

(1) In addition to the annual report prescribed in Article H-5901, as soon as practicable after each inspection, the Naval Reserve inspection board shall submit to the Chief of Naval Personnel a special report on each organization inspected, with a copy to the district commandant and a copy to the commander of the organization concerned.

(2) In making its reports, the board shall take into consideration analyses of the reports of cruises, target practices, and active training duty of the various organizations as such and the degree to which they have conformed with the prescribed training syllabi.

(3) The board and subboards shall, sufficiently in advance, publish schedules of inspections, procedures, and instructions for the conduct of inspections of the various organizations.

H-5904. INSPECTION OF ORGANIZATIONS OF VOLUNTEER RESERVE.—Commandants of naval districts will arrange for such additional inspections of Naval Reserve activities in their districts as may be practicable and desirable. Normally the district intelligence officer, the district communication officer, the district medical officer, etc., should be required to inspect the Naval Intelligence Reserve, the Naval Communication Reserve, and the Medical Specialists' and Laboratory Research Units, respectively. When this is not practicable, any qualified officer suitably located should be designated to make the inspections.

CHAPTER 6

DISCIPLINE, DISCHARGES, RESIGNATIONS, AND RETIREMENTS

Section 1. DISCIPLINE

H-6101. NAVAL RESERVISTS SUBJECT TO NAVAL REGULATIONS.—All members of the Naval Reserve, when employed on active duty, authorized training duty, with or without pay, drill, or other equivalent instruction or duty, or when employed in authorized travel to or from such duty, or appropriate duty, drill, or instruction, or during such time as they may by law be required to perform active duty, or while wearing a uniform prescribed for the Naval Reserve, shall be subject to the laws, regulations, and orders for the government of the Navy.

H-6102. DISCIPLINARY ACTION NOT BARRED BY RELEASE FROM DUTY STATUS.—Disciplinary action for an offense committed while subject to the laws, regulations, and orders for the government of the Navy shall not be barred by reason of release from duty status of any person charged with the commission thereof.

H-6103. RETENTION ON OR RETURN TO DUTY STATUS FOR DISCIPLINARY ACTION.—For the purpose of carrying the provisions of this Section into effect, members of the Naval Reserve may be retained on or returned to a duty status without their consent, but not for a longer period of time than may be required for disciplinary action.

H-6104. REDUCTION IN RATING.

(1) Enlisted men of the Naval Reserve may be reduced in rating under the same conditions prescribed for those of the Regular Navy in part D, chapter 5, section 1, of the Bureau of Naval Personnel Manual, except that reduction in rating in accordance with the provisions of this paragraph shall be accomplished by the district commandant.

(2) Enlisted men of classes O-1, O-2, V-1, and V-2 may be reduced in rating at their own request. Such reductions in rating shall be accomplished by the commanding officer, reports being made as required by article H-1807(6).

Section 2. DISCHARGES

H-6201. DISCHARGES OF OFFICERS AND MEN.

(1) In time of peace no officer or man of the Naval Reserve shall be discharged except upon the expiration of his term of service or upon his own request or for full and sufficient cause in the discretion of the Secretary of the Navy or in the cases of enlisted men in the discretion of the Chief of Naval Personnel.

(2) Officers and men of the Naval Reserve on active duty shall be subject to separation from the Naval Reserve in the same manner as may be provided by or in pursuance of law for the separation of officers and men of the Regular Navy.

(3) Officers and enlisted men whose services are determined to be of greater value to the Government in the event of war, in present civilian occupation than they would be if mobilized as naval reservists, will be discharged upon recommendation by the district commandants, but without prejudice to their later reappointment or reenlistment in the grade or rate held at the time of discharge, provided they are qualified in accordance with current instructions and are needed to fill vacancies in quotas.

H-6202. DISCHARGE OF OFFICERS FOR CAUSE.

(1) Officers of the Naval Reserve, on inactive duty, may be discharged by the Secretary of the Navy for full and sufficient cause, including the following:

- (a) Failure to keep the Bureau of Naval Personnel and the district commandant informed of official residence.
- (b) Failure to reply to official communications.
- (c) Failure to submit such reports as may be required by the Secretary of the Navy.
- (d) Obvious lack of interest.

(2) Within a reasonable time, prior to discharge for cause, under the provisions of this article, officers shall be given an opportunity to be heard by the Secretary of the Navy, or such administrative authority or other agency as he may designate, which opportunity will be considered as having been given through the mailing of notice to their address on file in the Navy Department.

(3) Pursuant to the discretion vested in the Secretary of the Navy by the foregoing provisions, officers under consideration for discharge for cause may submit such statement as they desire to the Chief of Naval Personnel via official channels. In cases of officers about to be recommended for discharge for cause by the Commandant, the officer concerned shall first be notified by the Commandant that such action is contemplated and that he is thereby offered an opportunity to make such statement as he may desire. Officers receiving notification of their pending discharge are also privileged to state their case in person to the Chief of Naval Personnel or to the Commandant of the Naval District or to such officer attached to the Bureau of Naval Personnel or to the staff of the Commandant of the Naval District not below the rank of commander as may be assigned such duty by the Chief of Naval Personnel or the Commandant. The written statement submitted by the officer will be transmitted to the Secretary of the Navy for his consideration, with the letter of the Chief of Naval Personnel recommending discharge.

(4) Officers receiving notification of their pending discharge shall promptly acknowledge same and will be given approximately 30 days, exclusive of the usual length of time required for transmittal of a letter through the mails, in which to prepare a statement or otherwise to be heard. Extensions of time in which to prepare a statement may be granted in the discretion of the Bureau of Naval Personnel.

H-6203. ROUTINE ADMINISTRATIVE DISCHARGES OF OFFICERS.

Officers of the Naval Reserve on inactive duty may be discharged by the Secretary of the Navy for the following administrative reasons:

- (a) Age in grade.
- (b) Failure to appear for or failure to pass prescribed physical or professional examinations.
- (c) Failure to carry out agreement entered into prior to appointment.
- (d) Civilian occupation incompatible with Naval Reserve status.
- (e) Approval of a claim for a pension, permanent disability allowance or compensation, or retired pay as defined in article H-7304 (1).

H-6204. DISCHARGE OF RETIRED OFFICERS AND MEN.—Officers and enlisted men who have heretofore been transferred to the retired list of the Naval

Reserve Force of the Naval Reserve or to the honorary retired list with pay or who may hereafter be so transferred, shall at all times be subject to the laws, regulations, and orders for the government of the Navy, and shall not be discharged therefrom without their consent, except by sentence of a court martial, or, in the discretion of the Secretary of the Navy, when sentenced by civil authorities to confinement in a State or Federal penitentiary as a result of a conviction for a felony.

H-6205. RESIGNATIONS OF NAVAL RESERVE OFFICERS.

(1) The President, or the Secretary of the Navy acting for him, may accept the resignation of a commissioned officer of the Naval Reserve. The Secretary of the Navy may accept the resignation of a warrant officer, cadet, or midshipman of the Naval Reserve.

(2) A Naval Reserve officer submitting his resignation will include therein the precise reason therefor.

H-6206. DISCHARGE OF ENLISTED MEN.

(1) An enlisted man shall be discharged by the commanding officer of his organization or, if not attached to an organization, by the Commandant of his naval district for the following reasons:

- (a) Expiration of enlistment (honorable, good, or indifferent).
- (b) At his own request or to enlist in some other military or naval service other than the Naval Militia (special order of commanding officer).
- (c) Civilian occupation incompatible with Naval Reserve status, after approval by the District Commandant (character of discharge warranted by service record).
- (d) For cause after notification of approval by the Chief of Bureau of Naval Personnel (undesirable, or special order of the Bureau of Naval Personnel).
- (e) For inaptitude, after approval by the District Commandant, under the conditions set forth in subparagraph (8) hereof.
- (f) By approved sentence of court martial (dishonorable or bad conduct).
- (g) Physical or mental disability (after approval by the Bureau of Naval Personnel).

(2) Except in time of war or national emergency when members of the Naval Reserve are retained on active duty for the duration thereof, upon expiration of his enlistment or extension thereof a reservist shall be issued a discharge, the character of which is determined from his service records, in accordance with the provisions of part D, Bureau of Naval Personnel Manual. In case the entries in the service record are incomplete, the character of the discharge will in general be "good," unless further information regarding the man is known, entitling him to an honorable or indifferent discharge. In order to merit an honorable discharge, he must have served his full term of enlistment or extension thereof and received the marks and other credits prescribed in part D, Bureau of Naval Personnel Manual, and in addition have displayed zealous interest in those Naval Reserve activities open to him. Nonattendance at drills or nonperformance of training duty should in no case be made the basis for an indifferent discharge. However, an indifferent discharge may be based on unsatisfactory or slovenly performance of drills, even though the marks for proficiency in rating and conduct, during a few short periods of active or training duty, may be in excess of 2.75 for proficiency and 3.0 for conduct. Conversely, a good discharge may be issued even though the marks are below 2.75 and 3.0 respectively, provided the man's exemplary performance of drills, etc., is such as to outweigh the low marks received during a few short periods of training duty. In all cases where the

character of discharge is not in agreement with the marks, etc., assigned (or absence thereof), explanatory entry should be made in the man's record.

(3) The enlistment contract of an enlisted man of the Naval Reserve is deemed to be automatically terminated upon his acceptance of an appointment as a commissioned or warrant officer, merchant marine cadet, or naval reserve midshipman. Issuance of a discharge certificate in such cases is not required, but appropriate entries showing acceptance of appointment as an officer, cadet or midshipman should be made in the service record.

(4) In special order discharges where the character of the discharge is "indifferent," or "under age," unless special instructions are issued by the Bureau of Naval Personnel to the contrary, the following notation shall be made on the discharge certificate: "Awarded under honorable conditions."

(5) Men discharged as undesirable or for inaptitude, by sentence of a court martial, or for physical or mental disability shall in no case be recommended for reenlistment. A statement from the man concerned, if obtainable, shall be included with recommendation for discharge as undesirable.

(6) Sentences of courts martial involving dishonorable or bad conduct discharge of Naval Reservists shall be referred to the Bureau of Naval Personnel for approval, before being carried into execution.

(7) Inaptitude discharges shall be given to those men in their first enlistment whose general qualifications are such as not to warrant further retention in the Naval Reserve and only when they have already demonstrated inaptitude therefor. In this classification are those who give insufficient evidence of being able to adapt themselves to the requirements of the Naval Reserve. Inaptitude discharges shall normally bear the notation "Awarded under satisfactory conditions."

H-6207. HONORABLE DISCHARGE.—In time of peace an honorable discharge shall be issued only on the expiration of enlistment. In general, an honorable discharge will carry with it recommendation for reenlistment.

H-6208. CHARACTER OF DISCHARGE TO BE ENTERED ON DISCHARGE CERTIFICATE.—The character of discharge shall be entered on the discharge certificate, in the service record, and in the continuous-service certificate.

H-6209. DISCHARGE OF ENLISTED MEN FOR ENLISTMENT OR APPOINTMENT IN OTHER NAVAL OR MILITARY ORGANIZATIONS.—Prior to the mobilization of the Naval Reserve, commandants of naval districts and commanding officers of Naval Reserve organizations are authorized to issue special order discharges to enlisted Reservists desiring to enlist or to accept appointment in the Army, Navy, Marine Corps, or Coast Guard. Such discharge should be mailed to the recruiting officer or appointing officer requesting it, for delivery to the prospective recruit or candidate for appointment, prior to his enlistment or appointment in the other naval or military organization, or return to the issuing officer in case of rejection. Subsequent to the mobilization of the Naval Reserve, no such discharges shall be issued without the prior authority of the Bureau of Naval Personnel.

Section 3. HONORARY RETIRED LIST

H-6301. HONORARY RETIRED LIST DEFINED.—The honorary retired list of the Naval Reserve shall be composed of officers of the honorary retired list existing on June 30, 1938, transferred to the honorary retired list, and of officers and men of the Naval Reserve thereafter transferred thereto in accordance with the provisions of article H-6305 on account of age, age-in-grade, physical disability, or completion of 20 years' service in the Naval Reserve.

H-6302. DISCRETIONARY TRANSFER OF OFFICERS TO THE HONORARY RETIRED LIST.—Officers of the Naval Reserve found not physically qualified

for active service as the result of any physical examination conducted or reviewed by a board of medical officers, shall, within the discretion of the Secretary of the Navy, be honorably discharged or placed on the honorary retired list.

H-6303. SERVICE ELIGIBILITY FOR TRANSFER TO HONORARY RETIRED LIST.—In determining whether an officer shall be discharged or transferred to the honorary retired list on account of physical disabilities, or on account of age-in-grade for ages below 64 years, the following will be eligible for transfer to the honorary retired list:

- (a) Those who have had active honorable war service, commissioned or otherwise, between April 6, 1917, and November 11, 1918, inclusive, in any of the services enumerated in article H-6305 hereof.
- (b) Those whose physical disqualifications are due to injuries received in line of duty while performing active military or naval service, as defined in article H-7301 (1) hereof.
- (c) Those who have had a total of 15 years' meritorious service, commissioned or otherwise, in any of the services enumerated in article H-6305 hereof.

An officer may be discharged instead of being placed on the Honorary Retired List even though he meets one or more of the above requirements, should his separation from the Naval Reserve be determined to be desirable and warranted as a result of consideration of his record of service. Each case will be decided on its merits by the Bureau of Naval Personnel

H-6304. RETIREMENT FOR AGE-IN-GRADE.—Officers of the Organized Reserve (who have not been transferred to the Volunteer Reserve in accordance with article H-4103 (1), Volunteer Reserve and Merchant Marine Reserve shall be transferred to the honorary retired list or discharged when they arrive at the years of age in grade indicated in the following table, unless the retention of the officer in question is deemed essential through inability to find a suitable replacement, or there are other compelling reasons to the contrary:

Grade	Class of Reserve and age-in-grade			
	Organized	Volunteer general	Volunteer special	Merchant Marine
Commander.....	58	58	58	-----
Lieutenant commander.....	52	52	54	62
Lieutenant.....	46	46	48	60
Lieutenant (jr. gr.).....	40	40	42	58
Ensign.....	40	40	42	52

H-6305. COMPULSORY TRANSFER OF OFFICERS AND ENLISTED MEN TO HONORARY RETIRED LIST.—Officers and enlisted men of the Organized Reserve, Volunteer Reserve, and Merchant Marine Reserve, shall be placed on the honorary retired list without pay or allowances, except as provided in article H-7401 hereof, for the following reasons:

- (a) Upon reaching the age of 64 years.
- (b) Upon their own request, after 20 years' service in the Naval Reserve. Service in the Army, Navy, Marine Corps, Coast Guard, Naval Auxiliary Service, Naval Reserve Force, Naval Militia, National Naval Volunteers, Naval Reserve, Marine Corps Reserve Force, and Marine Corps Reserve shall be counted as service in the Naval Reserve under the provisions of this article.

H-6306. ADVANCEMENT ON RETIRED LIST OF NAVAL RESERVISTS WHO HAVE BEEN SPECIALLY COMMENDED.—Naval Reservists who have been spe-

cially commended for their performances of duty in actual combat with the enemy by the head of the executive department under whose jurisdiction such duty was performed, shall, when placed on the honorary retired list, be advanced to the next higher grade.

H-6307. MEMBERS OF THE HONORARY RETIRED LIST—PAY OF.—Except as provided in article H-7401 hereof, members of the honorary retired list will not be entitled to any pay or allowances while in an inactive-duty status.

H-6308. TRANSFERS TO HONORARY RETIRED LIST—BY WHOM EFFECTED.

(1) Transfers of officers to the honorary retired list will be effected by the Secretary of the Navy or by the Bureau of Naval Personnel with the prior approval of the Secretary of the Navy.

(2) Transfers of enlisted men to the honorary retired list will be effected by the Bureau of Naval Personnel.

CHAPTER 7

PAY, ALLOWANCES, AND COMPENSATION—ORGANIZED RESERVE, VOLUNTEER RESERVE, AND MERCHANT MARINE RESERVE

Section 1. ACTIVE DUTY PAY AND ALLOWANCES

H-7101. ACTIVE AND TRAINING DUTY PAY COMMISSIONED OFFICERS.—Commissioned officers, exclusive of chief warrant officers of the Naval Reserve, including those on the honorary retired list or who may have been retired, when employed on active duty or on training duty with pay or when employed in authorized travel to and from such duty, shall be deemed to have been confirmed in grade and qualified for all general service. They shall receive the pay and allowances, including longevity pay, as provided by law for the reserve forces of the United States. For the purpose of computing increases in pay of commissioned officers on account of length of service, active service under an appointment, as distinguished from an enlistment, in the grade of aviation cadet shall be considered as commissioned service.

H-7102. ACTIVE AND TRAINING DUTY PAY AND ALLOWANCES—MIDSHIPMEN, CHIEF WARRANT OFFICERS, WARRANT OFFICERS, NURSES, AND ENLISTED MEN.—(1) Midshipmen, chief warrant officers, warrant officers, nurses, and enlisted men of the Naval Reserve, including those on the honorary retired list, or who may have been retired, when employed on active duty or on training duty with pay, or when employed in authorized travel to and from such duty, shall receive the same pay and allowances as received by midshipmen, chief warrant officers, warrant officers, nurses, and enlisted men of the Regular Navy of the same rank, grade, or rating, and of the same length of service, which shall include service in the Navy, Marine Corps, Coast Guard, Naval Reserve Force, Naval Militia, National Naval Volunteers, Naval Reserve, Marine Corps Reserve Force, or Marine Corps Reserve.

(2) No chief warrant officer promoted to other commissioned grade or warrant officer promoted to chief warrant officer or other commissioned grade shall suffer any reduction of pay by reason of such promotion.

(3) All periods during which chief warrant officers have held commissions in the Naval Reserve shall be included in computing their pay as provided in the Act of February 16, 1929 (45 Stat. 1186).

H-7103. PAY FOR 31ST DAY OF MONTH.

Members of the Naval Reserve who may become entitled to Federal pay for a continuous period of less than one month at rates fixed for the Regular Service shall receive such pay for each day of such period, and the 31st day of a calendar month shall be included in the computation.

H-7104. RESERVISTS IN TRAVEL STATUS ENTITLED TO PAY.—Members of the Naval Reserve, when traveling under competent orders, to and from active duty or training duty with pay, are considered as on active duty and are entitled to pay for necessary travel time by shortest usually traveled route, including travel to and from designated place of physical examination if the orders place the individual in an active duty status prior to commencement of travel.

H-7105. FLIGHT PAY.—Commissioned officers, warrant officers, and enlisted men of the Naval Reserve, while employed on active duty or on training duty with pay which involves actual flying in aircraft, in accordance with regulations prescribed by the Secretary of the Navy, shall receive the same increase of pay of their grades, ranks, or ratings as may be received by commissioned officers, warrant officers, and enlisted men in similar grades, ranks, or ratings in the Regular Navy for the performance of similar duty.

H-7106. MILEAGE, OFFICERS.—(1) When traveling under competent orders commissioned and warrant officers of the Naval Reserve are entitled to receive transportation in kind, mileage, or actual expenses, as provided by law for travel performed by officers of the Regular Navy.

(2) An officer of the Naval Reserve, upon release from active duty or training duty, with pay, is not entitled to mileage greater than that from his last duty station to the place from which ordered to active or training duty; i. e., the place to which their orders to such duty were addressed.

H-7107. TRANSPORTATION, MEN.—(1) When traveling under competent orders in a pay status, enlisted men of the Naval Reserve are entitled to receive transportation, with subsistence and transfers en route, or cash in lieu thereof, as provided for men of the Regular Navy under provisions of the Navy Travel Instructions.

(2) An enlisted man of the Naval Reserve, upon release from active duty or training duty, with pay, is not entitled to transportation greater than that from his last duty station to the place from which ordered to active or training duty; i. e., the place to which his orders to such duty were addressed, except that enlisted men retained on active duty at the time of reenlistment will be entitled to transportation in kind to their homes as shown in their shipping articles on first release from such active duty.

H-7108. TRANSPORTATION OF OFFICERS AND MEN PERFORMING ACTIVE OR TRAINING DUTY WITHOUT PAY.

(1) When authorized by the Bureau of Naval Personnel officers and enlisted men of the Naval Reserve may be issued transportation in kind, including Pullman accommodations (where specified in the U. S. Navy Travel Instructions) and transfers en route to and from active or training duty without pay in accordance with written orders issued under the provisions of articles H-1701 (2), H-1702 (2) and H-5307.

(2) Officers and men of the Naval Reserve, upon release from active duty or training duty, without pay, are not entitled to transportation in accordance with paragraph (1) of this article greater than that from their last duty stations to the place from which ordered to active or training duty without pay; i. e., the place to which their orders to such duty were addressed.

H-7109. TRANSPORTATION OF DEPENDENTS.—Instructions providing for transportation of dependents of members of the Naval Reserve on being ordered to active duty or release therefrom and upon a permanent change of station, are contained in article 2505, United States Navy Travel Instructions.

H-7110. TRANSPORTATION OF HOUSEHOLD EFFECTS.

(1) Enlisted men of the Naval Reserve are not entitled to the transportation of household effects when ordered to training duty. Officers of the Naval Reserve, ordered to training duty, are entitled to the transportation of household effects up to the weight allowance prescribed for officers of the Regular Navy upon temporary change of station.

(2) Naval Reserve personnel, when ordered to active duty or temporary active duty for purposes other than training, are entitled to the transportation of their household effects as for a permanent or temporary change of station, as the case

may be, under the same general conditions as personnel of the Regular Navy, from their homes and/or place of storage to place of duty. Upon termination of active duty or temporary active duty, the permanent or temporary change of station allowances, as the case may be, are authorized between points in the United States but limited in cost to shipment of the same weight within allowance from place of duty to place to which mileage has been or will be obtained; or, if no mileage is involved, then to place selected as home or place of abode upon release. Shipment must be made within 1 year from termination of duty.

H-7111. SUBSISTENCE, MEN.

(1) While performing active duty or training duty with pay, enlisted men of the Naval Reserve are entitled to subsistence in kind or cash in lieu thereof, in accordance with the provisions of part D, chapter 10, Bureau of Naval Personnel Manual. When a general mess is available they shall be subsisted in such general mess or commuted rations may be authorized for them. When a general mess is not available, their subsistence allowances shall be the same as for enlisted men of the Regular Navy.

(2) Within the numbers authorized to perform training duty with pay and within their allotments for subsistence of shipkeepers and stationkeepers, the commandants of the naval districts may authorize commuted rations, subsistence allowances and/or quarters allowances for enlisted Reservists performing duty with pay and for shipkeepers or stationkeepers, exclusive however of enlisted men of the Fleet Reserve. The prior authority of the Bureau of Naval Personnel is required for these latter. The Bureau of Naval Personnel shall be furnished with a copy of the letter authorizing the payment of commuted rations, subsistence allowances, and/or quarters allowances for the jacket of each man for whom such authorization is issued. New authorization is required in each case upon reenlistment, extension of enlistment, or change of duty.

(3) When authorized by the Bureau of Naval Personnel, subsistence in kind will be allowed enlisted men of all classes while performing authorized training duty without pay and subsisted in general mess. The commanding officers of vessels and shore station at which such duty is performed will inform the District Commandant of the estimated total cost of subsistence for each man performing training duty without pay. The costs for subsistence furnished in this manner will not be charged to the Commandant's allotment under the Naval Reserve appropriation. The Commandant's monthly reports of training duty, however, will include an estimate as to the total cost of such subsistence.

H-7112. SUBSISTENCE ALLOWANCES WHILE PERFORMING SHORT PERIODS OF TRAINING DUTY WITHOUT PAY.

(1) Subject to allotments made to the various naval districts for this specific purpose, officers and men of the Naval Reserve will be allowed cash in lieu of subsistence during short periods of training duty on board motorboats or vessels assigned to training the Naval Reserve in which a general mess is not maintained, at the rate of 30 cents per meal during the time they are actually on board and away from their home port for periods of not less than 24 hours.

(2) Before making such a cruise for which cash subsistence allowance is desired, authority must be obtained from the Commandant. Requests for such allowances should state the number of individuals to be paid and the number of meals per individual.

(3) After the termination of the cruise, the commanding officer will submit a letter to the Commandant forwarding the names and grades of the individuals making the cruise, the number of meals for which each is entitled to commu-

tation, the number of the motorboat or name of vessels on which the cruise was made, and date and time of leaving and returning to home port.

(4) The Commandant will endorse this letter to the district supply officer with the authority to pay to the commanding officer the amount allowed in accordance with this article, and will refer in the endorsement to the annual requisition under which the payment is to be made.

(5) The district supply officer will prepare a public voucher in payment to the commanding officer. The public voucher will show, in addition to other information, the designation of the organization which made the cruise, the number of the motorboat or name of vessel in which the cruise was made, and the date and time of commencement and expiration of cruise. A copy of each public voucher on which subsistence has been paid in accordance with this article must be furnished to the Bureau of Naval Personnel.

(6) When funds are available for this purpose, the Bureau of Naval Personnel will give the Commandants of naval districts money allotments therefor, which allotments will be charged with the cash paid in lieu of subsistence during such cruises and with the estimated costs of subsistence furnished in kind to enlisted men performing training duty without pay on board Naval Reserve vessels in which a general mess is maintained.

(7) Within the allotment granted him for this specific purpose, the Commandant of each naval district will submit an annual requisition under the Naval Reserve appropriation, which will cover the estimated total amount of cash which will be paid in lieu of subsistence during these cruises. The allotment granted by the Bureau of Naval Personnel shall not be exceeded at any time.

H-7113. MONEY ALLOWANCE FOR QUARTERS.—Enlisted men of the Naval Reserve on active duty and during periods of training duty with pay are entitled to money allowance for quarters, under the same conditions as prescribed for enlisted men in the Regular Navy.

Section 2. INACTIVE DUTY PAY AND ALLOWANCES

H-7201. DRILL PAY.

(1) Officers and enlisted men of the Naval Reserve shall receive compensation at the rate of one-thirtieth of the monthly base pay of their grades, ranks, or ratings, not to exceed \$10, for attending under competent orders, each regular drill duly prescribed under the authority of the Secretary of the Navy, including drills performed on Sunday, for the organization to which attached, or for the performance of an equal amount of such other equivalent instruction or duty, as may be prescribed by the Secretary of the Navy.

(2) Officers and enlisted men of the Naval Reserve shall receive compensation at the rate of one-thirtieth of the monthly base pay of their grades, ranks, or ratings, not to exceed \$10, for the performance of each period of appropriate duty, as may be prescribed by the Secretary of the Navy.

(3) At the beginning of each fiscal year, subject to approval by the Secretary of the Navy, the Bureau of Naval Personnel will issue instructions designating locations at which organizations of the Naval Reserve will be maintained, the forms of organizations prescribed, the ones for which drill in a pay status is prescribed, and indicating the officers and men ordered to attend such drills.

H-7202. COMPENSATION LIMITED TO 60 DRILLS.—No officer or enlisted man shall receive pay for more than 60 drills or periods of other equivalent instruction or duty or appropriate duties in any one fiscal year.

H-7203. FLIGHT PAY—PILOTS.—For officers and enlisted men performing aerial flights in the capacity of pilots duly prescribed as a part of their training, other than flying performed while in the status of performing active or training duty with pay, the pay and pay limits prescribed in article H-7201 shall be increased by 50 percent for any quarter during which not less than 4 hours of such flying has been performed.

H-7204. COMPENSATION FOR PERFORMANCE OF ADMINISTRATIVE DUTIES.

(1) In addition to the pay to which they may otherwise become entitled, such officers of the Naval Reserve as may be designated by the Secretary of the Navy regularly assigned to and commanding organizations prescribed by the Secretary of the Navy, shall receive compensation at the rate of \$240 per year for the faithful performance of administrative duties connected therewith. Such pay is not dependent on drills, nor may it be increased 50 percent for flying.

(2) At the beginning of each fiscal year, subject to approval by the Secretary of the Navy, the Chief of Naval Personnel will issue instructions designating the organizations the commanding officer of which will be entitled to compensation for the faithful performance of their duties as such.

H-7205. NOT ENTITLED TO DRILL PAY OR COMPENSATION FOR PERFORMANCE OF ADMINISTRATIVE DUTIES WHILE ON ACTIVE OR TRAINING DUTY.—Pay under the provisions of articles H-7201 and H-7204 shall not accrue to any officer or enlisted man during a period when he shall be lawfully entitled to pay for active duty or training duty.

H-7206. COMPENSATION PAID BY BUREAU OF SUPPLIES AND ACCOUNTS.

(1) The compensation and pay allowed by articles H-7201, H-7203, and H-7204 will be paid by the Bureau of Supplies and Accounts in accordance with instructions issued by that Bureau.

(2) Checks for compensation will be delivered through the respective commanding officers of reserve organizations in the naval districts.

(3) Checks received by commanding officers of reserve organizations and not delivered to the payee named therein within 30 days from the date of receipt will be returned to the Bureau of Supplies and Accounts (Retainer Pay Section), with a statement of the reason for nondelivery in each case.

Section 3. COMPENSATION FOR INJURIES

H-7301. COMPENSATION FOR INJURY, UNDER UNITED STATES EMPLOYEES' COMPENSATION COMMISSION.

(1) If in time of peace any member of the Organized Reserve, the Volunteer Reserve, or the Merchant Marine Reserve is physically injured in the line of duty while performing active military or naval service, or dies as the result of such physical injury, he or his beneficiaries shall be entitled to all the benefits prescribed by law for civil employees of the United States who are physically injured in the line of duty or who die as a result thereof, and the United States Employees' Compensation Commission shall have jurisdiction in such cases and shall perform the same duties with reference thereto as in the cases of civil employees of the United States so disabled. Where a person who is eligible for the benefits prescribed herein under the United States Employees' Compensation Commission is also eligible for pension under the provisions of article H-7302, he shall elect which benefit he shall receive, and for the purposes of such benefits all members of the Naval Reserve shall be considered as performing active military or naval service while performing active duty with or without

pay, training duty with or without pay, drills, equivalent instruction or duty, appropriate duty, or other prescribed duty, or while performing authorized travel to or from such duties. For the purposes of determining the benefits to which entitled, naval reservists so physically injured while performing the foregoing duties in a nonpay status will be held and considered as receiving the pay and allowances they would have received if in a pay status. In no case shall sickness or disease be regarded as an injury in connection with the provisions of this article.

(2) A naval reservist physically injured in the line of duty while performing active duty or training duty (with or without pay) will, during the continuance of such duty, be given the same medical care and treatment as is prescribed in chapter 21 of the Manual of the Medical Department for a member of the Regular Navy.

(3) A naval reservist, physically injured not due to his own misconduct and in the line of duty while performing active duty or training duty, requiring treatment or hospitalization beyond the period covered in his orders for active or training duty, is entitled, under the United States Employees' Compensation Commission, to such treatment and hospitalization upon the expiration of active or training duty in the following order of precedence:

- (a) In the facilities of a naval hospital.
- (b) In the facilities of a United States Marine Hospital or United States Public Health Service relief station.
- (c) In the facilities of any other Government hospital or relief station.
- (d) In the facilities of civilian institutions under the care of physicians designated by the Commission.
- (e) In the facilities of civilian institutions or by nondesignated physicians in localities where there are no designated physicians.

(4) Reasonable charges for hospitalization and treatment to which the reservist is entitled by law after the expiration of his active duty or training duty are payable by the United States Employees' Compensation Commission only when the forms required by the Commission have been submitted and treatment rendered in accordance with the Compensation Act and the Regulations of the Commission.

(5) The Compensation Act requires, where practicable, that Government medical facilities be utilized. A list of medical facilities available to beneficiaries of the Compensation Act, to which injured reservists must be sent as stipulated in the act, may be obtained on request to the Commission.

(6) In the event the list is not available and the injury occurs in the vicinity of a place where there is a United States Government activity employing civil personnel, the official in charge of that activity will be communicated with for the purpose of ascertaining if there is a United States hospital or designated physician to which the man may be sent for examination and treatment. If such facilities are available, the injured person must report for treatment without further delay. If no such facilities are available in the vicinity and the injury is such as to make medical or hospital treatment necessary, the injured person may be sent to the nearest competent physician or hospital which may be available. In case of hospitalization, ward service only is allowable, unless the condition of the injured person necessitates the use of a private room. It will, however, be permissible for the injured person to select a private room, provided he will, himself, pay the difference between the private room rate and the rate fixed for general ward service. Reasonable charges for such medical or hospital services will be paid by the Commission in accordance with the regulations. If hospital treatment is not necessary but medical

treatment for the injury is necessary, it may be secured in the same general manner.

(7) It is the duty of the reservist who incurs an injury, however slight, while on active duty, to give written notice (Form CA-1) to his official superior within 48 hours after the injury. In cases where the reservist's condition is such that he cannot give such notice, the report (Form CA-1) shall be rendered by the official superior of the injured reservist.

(8) It is the duty of the official superior (commanding officer) of a naval reservist who incurs an injury on active duty, however slight, to secure immediately a record of the cause, nature, and extent of the injury and the name of any witness. He shall see that the injured reservist submits the notice of injury (Form CA-1), as indicated above. When a reservist is injured while on active duty the official superior shall submit a report (Form CA-2), together with Form CA-1, as soon as practicable after the injury, to the United States Employees' Compensation Commission, Washington, D. C. If the injury results in death, Form CA-3 also is required. The reports should not be delayed more than 3 days, if not at sea. Complete instructions on forms and procedure are contained in Commission's Rules and Regulations, which shall be obtained from the Employees' Compensation Commission.

(9) The commanding officer or other person in authority having immediate knowledge thereof, shall immediately make a written report in duplicate to the Commandant of the naval district in which the injured reservist resides, setting forth the circumstances under which injured, the nature and extent of the injury, so far as known, and what action, if any, has been taken to provide treatment, as well as any other information that may be of value in establishing the injured person's right or the right of his beneficiaries to compensation or hospital or medical service. The Commandant of the injured reservist's naval district should promptly transmit a copy of the report to the United States Employees' Compensation Commission.

(10) Under the terms of the Compensation Act, all original claims for compensation for disability shall be made within 60 days after the injury. For any reasonable cause shown, the Commission may allow original claims for compensation for disability to be made at any time within 1 year. In order to facilitate payment, claim for compensation on Form CA-4 should be submitted 18 days after the pay stops, if the injury seems likely to result in prolonged disability. If the disability lasts for less than 18 days, Form CA-4 should be submitted upon termination of such disability. All original claims for compensation for death must be made within 1 year after the death.

H-7302. PENSIONS FOR DISABILITY, UNDER VETERANS' ADMINISTRATION.

(1) For disability resulting from personal injury or disease contracted in line of duty or for aggravation of a pre-existing injury or disease contracted or suffered in line of duty when such disability was incurred in or aggravated by active military or naval service other than a period of war service as provided in Part I of the Veterans Regulations, the United States shall pay to any person thus disabled and who was honorably discharged from such period of service in which said injury or disease was incurred, or pre-existing injury or disease aggravated, a pension, but no pension shall be paid if the disability is the result of the person's own misconduct: *Provided*, That active service, including service for training purposes, performed by a Reserve officer or member of the Enlisted Reserves of the United States Army, Navy, or Marine Corps, shall be considered as active military or naval service for the

purpose of granting benefits under Part II of the Veterans Regulations, and it shall not be required that such Reserve officer or enlisted man shall have been discharged from the service. Pension under this paragraph shall not be paid concurrently with active duty pay or employees' compensation. Where a person who is eligible for pension hereunder is also eligible for the benefits of the Employees Compensation Act, he shall elect which benefits he shall receive.

(2) Members of the Naval Reserve are considered to be in active naval service for the purpose of receiving the foregoing benefits while performing active duty or training duty with or without pay, under orders issued in accordance with the provisions of Chapter I, Section 7 hereof.

(3) Claims for pension must be filed by the claimant on the prescribed Veterans' Administration form.

H-7303. MEDICAL TREATMENT AND HOSPITALIZATION FOR SICKNESS AND DISEASE.—Any member of the Organized Reserve, Volunteer Reserve, or Merchant Marine Reserve who becomes ill or contracts a disease in line of duty during the performance of active duty or training duty with or without pay shall be entitled, at Government expense, to such medical, hospital, or other treatment as is necessary for the appropriate treatment of such illness or disease until the disability resulting from such illness or disease cannot be materially improved by further hospitalization or treatment, and to the necessary transportation and subsistence incident to such medical and hospital treatment and return to their homes when discharged therefrom. Treatment or hospitalization for such illness or disease shall not be continued for more than 10 weeks following discharge from active or training duty except on the approved recommendation of a Board of Medical Survey, consisting of one or more medical officers of the Navy or on authorization of the Surgeon General of the Navy based on the certificate of a reputable physician that the illness or disease is a continuation of the illness or disease which was sustained or contracted during the period of active or training duty and that further benefit will result from continued treatment.

H-7304. NAVAL RESERVISTS IN RECEIPT OF PENSIONS, DISABILITY ALLOWANCES, ETC., NOT PERMITTED TO PARTICIPATE IN NAVAL RESERVE ACTIVITIES IN PAY STATUS.

(1) No officer or enlisted man of the Naval Reserve who may be drawing a pension, disability allowance, disability compensation, or retired pay from the Government of the United States (and "retired pay" as here used shall not include pay of members of the Fleet Reserve, Fleet Marine Corps Reserve, or members of the Honorary Retired List), or who has a claim pending therefor, shall be placed on or continued on active or training duty with pay or allowances, or permitted to perform drills, equivalent instruction or duty, appropriate duties, or administrative functions with pay. This prohibition shall apply from the date of submission of a claim for pension or other disability allowance until payment thereunder ceases or the claim is disallowed.

(2) The immediate commanding officer of the reservist concerned shall be promptly informed regarding the submission of any such claim, who in turn shall inform the district commandant, the Bureau of Naval Personnel, and the Bureau of Supplies and Accounts (Retainer Pay Division).

H-7305. CERTIFICATE FOR DISABILITY ALLOWANCE OR WAIVER THEREOF.

(1) No member of the Naval Reserve shall be certified for payment of any compensation or allowance for active or training duty, drills, equivalent instruction or duty, appropriate duties, administrative functions, or uniform allowances

unless and until he has submitted to the Commandant of his Naval District or his Commanding Officer an affidavit in the following form:

I, _____, United States Naval Reserve, being
 (Rank or rating)
 first duly sworn, upon oath depose and say that I am not drawing, nor have I a claim pending for, a pension, disability allowance, disability compensation, or retired pay¹ from the Government of the United States.
 Subscribed and sworn to before me this _____ day of
 _____, 19____.

 (Signature and official title)

The above affidavit may be sworn to before any notary public, any naval officer authorized to administer oaths for purposes of naval administration, or commanding officers of squadrons, battalions, or divisions, such commanding officers being hereby authorized to administer oaths for this purpose.

(2) A certificate shall be typed or stamped on orders or authorizations for active or training duty involving pay, allowances, or traveling or other expenses to members of the Naval Reserve, to read as follows:

The above-named individual has executed the required affidavit stating that he is not drawing a pension, disability allowance, disability compensation, or retired pay from the Government of the United States and that he does not have a claim pending therefor.

Section 4. PAY FOR MEMBERS OF HONORARY RETIRED LIST

H-7401. RETIRED PAY, HONORARY RETIRED LIST.

(1) Officers and men of the Honorary Retired List who have performed a total of not less than 30 years' active service in the Army, Navy, Marine Corps, Coast Guard, Naval Auxiliary Service, Naval Reserve Force, Naval Militia in Federal status, National Naval Volunteers, Naval Reserve, Marine Corps Reserve Force, and Marine Corps Reserve, or who have had not less than 20 years' such active service, the last 10 years of which shall have been performed during the 11 years immediately preceding their transfer to the Honorary Retired List shall, except while on active duty, be entitled to pay at the rate of 50 per centum of their active duty rate of pay.

(2) Members of the Honorary Retired List who are entitled to remuneration in accordance with the foregoing provisions of law will be so certified by the Bureau of Naval Personnel to the Bureau of Supplies and Accounts. Individual claims for such remuneration are not necessary.

Section 5. PENSIONS, COMPENSATION, RETIREMENT PAY, AND HOSPITAL BENEFITS

H-7501. PENSIONS, COMPENSATION, RETIREMENT PAY, AND HOSPITAL BENEFITS.

(1) All officers, nurses, warrant officers, and enlisted men of the Naval Reserve (including members of the Honorary Retired List of the Naval Reserve) who, if called into active naval or military service for extended periods in excess of 30 days, suffer disability or death in line of duty from disease or injury while so employed shall be deemed to have been in the active naval service during such

¹ "Retired pay" does not include pay of members of the Fleet Reserve or members of the Honorary Retired List.

period, and they or their beneficiaries shall be in all respects entitled to receive the same pensions, compensation, retirement pay, and hospital benefits as are now or may hereafter be provided by law or regulation for officers, warrant officers, nurses, and enlisted men of corresponding grades and length of service of the Regular Navy. Members of the Naval Reserve who suffer disability or death in line of duty while performing active duty under orders of competent authority, which by their terms do not limit the period of duty thereunder to less than 31 days or which are indefinite as to duration, come within the provisions of this article regardless of the date of the disability or death.

(2) If a person who is eligible for the benefits prescribed in this section be also eligible for pension under the provisions of article H-7302, compensation from the United States Employees' Compensation Commission under article H-7301, or retired pay as a member of the Honorary Retired List as provided in article H-7401, he shall elect which benefit he shall receive.

(3) The benefits referred to in this article include payment of the gratuity as referred to in article 1841, Navy Regulations.

(4) Members of the Naval Reserve should designate beneficiaries in accordance with article C-1002.

CHAPTER 8

MAINTENANCE—ORGANIZED RESERVE, VOLUNTEER RESERVE, AND MERCHANT MARINE RESERVE

Section 1. POLICY

H-8101. POLICY RELATIVE TO FURNISHING EQUIPMENT.—It is the policy to provide organizations of the Naval Reserve with the equipment, literature, and other necessary facilities required in connection with their instruction and training, including armories and floating equipment for battalions and divisions of the Organized Reserve, aviation bases and flight equipment for squadrons of the Organized Reserve, and suitable quarters and equipment for the organizations of the Volunteer Reserve.

Section 2. ARMORIES

H-8201. PROCUREMENT OF ARMORIES.

(1) The Commandants of naval districts will arrange for the procurement of suitable armories at locations where battalions and divisions of the Organized Reserve have been authorized. Where rental is involved, current instructions relative to leases of real estate will be followed.

(2) So far as practicable, all Naval Reserve activities at localities where armories have been provided will be centered therein, including the activities of the Naval Communication Reserve.

H-8202. ARMORY EXPENSES.—All armory expenses, including rent, heat, light, water, telephone, janitor service, and wharfage for Naval Reserve floating equipment, will be met from annual allotments made to the Commandants of the various naval districts for this purpose.

H-8203. JOINT OCCUPANCY OF ARMORIES.—In those cases where an armory is occupied jointly by a battalion or division with another organization of the Naval Reserve, the battalion or division commander will be in direct charge of the armory and will act as senior officer present insofar as the use of space and armory equipment is concerned, but such officer will not be directly concerned with the procurement and training of such other organization quartered in the armory.

H-8204. FIRE PREVENTION.—Smoking regulations will be posted in each building occupied by Naval Reserve activities. The regulations will be drawn up by the senior administrative officer of the Naval Reserve units using, or the military custodian of, the building. The degree to which smoking is permitted will depend in each case on the local fire hazard. In any event, smoking will not be permitted during classes nor in places not under surveillance. Trash containers in locations other than offices should have metal covers. All trash containers should be emptied at the end of each drill.

Section 3. NAVAL RESERVE AVIATION BASES

H-8301. PROCUREMENT OF NAVAL RESERVE AVIATION BASES.

(1) Arrangements for the establishment of new Naval Reserve aviation bases will be made by the Navy Department, when required.

(2) Arrangements for the continuance of occupancy, from year to year, of existing bases will be made by the Commandants of the naval districts.

(3) Where rental is involved, current instructions relative to leases of real estate will be followed.

H-8302. PROCUREMENT OF AVIATION EQUIPMENT.—The aircraft and other equipment required at the Naval Reserve aviation bases will be furnished by the Bureau of Aeronautics.

H-8303. ALLOTMENTS TO THE BUREAU OF AERONAUTICS.—The Bureau of Naval Personnel will allot to the Bureau of Aeronautics for administration by that Bureau, the funds appropriated for aviation materials, equipment, fuel, maintenance and rental of hangars and Naval Reserve aviation bases, and other similar charges in connection with Naval Reserve and Marine Corps Reserve aviation activities.

Section 4. VESSELS AND BOATS FOR TRAINING PURPOSES

H-8401. ASSIGNMENT OF FLOATING EQUIPMENT.—Subject to their availability and the approval of the Chief of Naval Operations, vessels and other floating equipment will be assigned to the various naval districts for the use of the Naval Reserve. Such vessels and equipment shall not be diverted to other uses nor decommissioned without the authority of the Chief of Naval Operations.

H-8402. MAINTENANCE, OPERATION, AND REPAIRS—FLOATING EQUIPMENT.—Subject to the approval of the material bureaus having cognizance, the Bureau of Naval Personnel will make annual allotments to the various naval districts for the maintenance, operation, and repairs of vessels and boats assigned as district craft for the use of the Naval Reserve, and, depending upon the availability of funds, special allotments for emergencies or major projects of overhaul. These allotments will be administered by the Commandants of the naval districts to which made, and monthly reports of expenditures thereunder submitted to the Bureau of Naval Personnel. Technical features of repairs and alterations, and authorizations of alterations are under the cognizance of the same material bureaus as for vessels of the regular Navy.

Section 5. MEDICAL SUPPLIES

H-8501. ALLOTMENTS TO THE BUREAU OF MEDICINE AND SURGERY.—The Bureau of Naval Personnel will allot to the Bureau of Medicine and Surgery, for administration by that Bureau, the funds appropriated for medical outfits, medicine, hospital supplies, etc., for issue to Naval Reserve vessels, armories, and aviation bases.

Section 6. GOVERNMENT PROPERTY

H-8601. RECORDS OF INVOICES AND ISSUES.

(1) The district accounting officer, or other supply officer designated by the Commandant, shall be the accounting officer for all material and equipment issued for the purpose of training and instructing the Naval Reserve in the district. All such material and equipment will be invoiced to the Commandant of the district.

(2) A record shall be maintained at district headquarters of all medical supplies of value and all medical equipment, by item and value, issued to Naval Reserve units.

(3) A report shall be made to the Bureau of Medicine and Surgery at the end of each fiscal year, indicating the average complement, the total value of

medical supplies issued during the year, and a list of medical equipment on hand for each Naval Reserve unit on June 30.

(4) Requisitions for and property surveys of medical stores and equipment from Naval Reserve units, containing the recommendation and consent of the Commandant, shall be forwarded to the Bureau of Medicine and Surgery for approval.

(5) Recommendation as to modification in the items of medical equipment and quantities and kind of medical supplies furnished the various types of Naval Reserve units shall be made to the Bureau of Medicine and Surgery by the Commandant as indicated.

H-8602. ACCOUNTABILITY AND RESPONSIBILITY FOR GOVERNMENT PROPERTY.

(1) In order that Government property issued to Naval Reserve organizations may be properly safeguarded and accounted for, a custodian for such property should be designated for each armory or drill hall where such property is kept, and the custodian shall give custody receipts to the district accounting officer or other officer responsible for the rendition of equipage returns.

(2) The commanding officer of each organization will be the custodian of its property.

(3) The commanding officer shall designate the supply officer to keep account of the Government property in his custody. If no supply officer is attached to the organization, the commanding officer will designate an officer to act as material officer.

(4) The supply officer or, if none is attached, the material officer, under the orders of the commanding officer, shall render quarterly equipage returns through the Commandant, in the manner prescribed for supply officers afloat; and in addition shall render annual inventory as of March 31 each year covering all Government property in his custody, in the manner prescribed for supply officers afloat. These property returns shall be rendered on the regular prescribed forms. One copy of the inventory of navigational equipment shall be rendered to the Bureau of Ships on Form N. B. S. 1108.

(5) Loans of pistols, rifles, or other armory equipment shall not be made to members of the Naval Reserve, on custody receipt or otherwise. All items of arms and armory equipment shall be kept in the armory at all times, except when issued to the organization for the use for which intended, or to separate details thereof.

(6) The foregoing paragraph shall not be interpreted as applying to books, pamphlets, and other instructional literature. Reservists should be encouraged to draw these on custody receipt for home study and reading. Indefinite retention of books so drawn is not authorized, and their return shall be required within a reasonable length of time.

(7) Reservists will be held responsible for the loss of Government equipment in their possession.

(8) Medical supplies and equipment shall be placed under the control of the medical officer who shall be accountable to the commanding officer for their proper preservation and use.

(9) Reports of medical supplies and equipment required from Naval Reserve organizations shall be prescribed by the Commandant.

(10) Requisitions and receipted priced invoices for medical supplies and equipment, and property survey reports shall be forwarded to the Bureau of Medicine and Surgery via the Commandant.

(11) Items of lost or damaged equipment shall be surveyed and reports thereon made on the prescribed forms.

H-8603. PROCUREMENT OF MATERIAL AND EQUIPMENT.—Required articles of equipment necessary for the instruction and training of the organization are procurable, subject to the availability of funds or the availability of the required articles without exchange of funds between appropriations, from the Commandant of the naval district or through the Commandant from the Bureau of Naval Personnel, or through the Bureau of Naval Personnel from other Bureaus. Requests for such items should be initiated by the commanding officer of the organization requiring them.

H-8604. STANDARD ALLOWANCE LIST FOR NAVAL RESERVE ARMORIES.

(1) The following list of items, procurable against the appropriation indicated in each case, is prescribed for each armory of the Organized Reserve:

(a) The following items are chargeable, within the Commandant's allotment of funds, against the appropriate subhead of the Naval Reserve appropriation:

Item	Battalion				Detached division	
	Staff		Each division			
	Fleet	Local defense	Fleet	Local defense	Fleet	Local defense
OFFICE EQUIPMENT						
Addressograph.....	1	1				
Bulletin board.....	1	1	1	1	1	1
Chairs, arm.....	6	10	6	10	8	18
Chairs, revolving.....	4	4	2	2	2	2
Chairs, typewriter.....	3	3	4	4	4	4
Desk, flat-top, double.....	2	2	3	6	3	6
Desk, flat-top, single.....	3	3	1	1	1	1
Desk, typewriter, double.....	3	3	4	4	4	4
Filing cabinet.....	1	1	1	1	1	1
Fingerprint outfit.....	1	1			1	1
Graphotype.....	1	1				
Multigraph or mimeograph.....	1	1			1	1
Safes.....	1	1			1	1
Scales, weight and measures.....	1	1			1	1
Stencil-cutting machine.....	1	1			1	1
Table, flat-top.....	2	2	1	2	1	2
Typewriter.....	3	3	4	4	4	4
OFFICE SUPPLIES						
Stationery.....	(1)	(1)	(1)	(1)	(1)	(1)
NAVIGATIONAL EQUIPMENT						
Deck clocks.....	1	1			1	1
Dividers.....	8	8			4	4
Protractor, celluloid.....	8	8			4	4
Rulers, parallel.....	8	8			4	4
Sextants.....	3	6			1	2
Stop watches.....	6	12			4	8
Universal drafting machine.....	1	1			1	1
FLAGS						
Battalion colors (sets).....	1	1				
First repeater No. 4.....	2	2			2	2
Flags, alphabet No. 4 (sets).....	2	2			2	2
Flag, hoist, blocks, and lines (sets).....	2	2			2	2
Flags, semaphore.....	24	24			12	12
Guidons.....			2	2	2	2
National colors, Infantry (sets).....	1	1			1	1
Pennant, answering No. 4.....	2	2			2	2
Pennant, international No. 4.....	2	2			2	2
Second repeater No. 4.....	2	2			2	2
Third repeater No. 4.....	2	2			2	2
Fourth repeater No. 4.....	2	2			2	2
MISCELLANEOUS						
Boatswains calls.....			2	2	2	2
Bugle.....	2	2			1	1
Chairs, folding.....			100	150	100	150

Item	Battalion				Detached division	
	Staff		Each division			
	Fleet	Local defense	Fleet	Local defense	Fleet	Local defense
MISCELLANEOUS—continued						
Life jackets.....			20	30	40	60
Lockers, men.....	3	3	102	152	102	152
Lockers, officer.....	5	6	8	16	8	16
Material for buzzer and blinker sets.....	(1)	(1)	(1)	(1)	(1)	(1)
Material for lockers, jackstays, tables, splash dia- grams, etc.....	(1)	(1)	(1)	(1)	(1)	(1)
Material for radio.....	(1)	(1)	(1)	(1)	(1)	(1)
Opaque projectors with slide film attachment.....	1	1			1	1
Vise, rigger's splicing, 10½ inch.....				1		1
BOOKS—NAVIGATION						
H. O. 9—The American Practical Navigator (Bowditch).....			4	4	4	4
H. O. 71—Azimuths of the Sun (red tables).....			1	1	1	1
H. O. 120—Azimuths of Celestial Bodies (blue tables).....			1	1	1	1
H. O. 208—Navigation Tables for Mariners and Aviators (Dreisonstok).....			4	4	4	4
H. O. 211—Dead Reckoning Altitude and Azi- muth Table (Ageton).....			4	4	4	4
Nautical Almanac.....			4	4	4	4
Navigation and Nautical Astronomy (Dutton).....			2	2	2	2
Practical Manual of the Compass (Laning and McGuire).....			1	1	1	1
BOOKS—SEAMANSHIP						
Modern Seamanship (Knight).....			2	2	2	2
BOOKS—ORDNANCE						
Naval Ordnance.....			1	1	1	1
BOOKS—ELECTRICAL ENGINEERING						
Electrical Engineering, vol. I (D. C.) (Dawes).....			1	1	1	1
Electrical Engineering, vol. II (A. C.) (Dawes).....			1	1	1	1
Lessons in Practical Electricity (Swope).....			1	1	1	1
BOOKS—MARINE ENGINEERING						
Internal Combustion Engines.....			1	3	1	3
Marks Mechanical Engineer's Handbook.....			1	1	1	3
Naval Machinery.....			1	1	1	1
BOOKS—RADIO						
Radio Fundamentals.....			1	1	1	1
Robison's Manual of Radio Telegraphy and Telephony (Hooper).....			1	1	1	1
BOOKS—INTERNATIONAL LAW						
International Law for Naval Officers (Soule & McCauley).....			1	1	1	1
BOOKS—NAVAL HISTORY						
The Battle of Jutland (Frost).....	1	1			1	1
The Dardanelles Expedition (Puleston).....	1	1			1	1
Germany's High Seas Fleet in the World War (Scheer).....			1	1	1	1
Greek and Roman Naval Warfare (Rodgers).....	1	1			1	1
History of Sea Power (Stevens & Westcott).....			1	1	1	1
Influence of Sea Power on History (Mahan).....			1	1	1	1
Naval Warfare Under Oars—4th to 16th Cen- turies (Rodgers).....	1	1			1	1
Yankee Mining Squadron (Belknap).....	1	1			1	1
BOOKS—MISCELLANEOUS						
Bluejacket's Manual.....			2	3	2	3
A History of American Foreign Policy (Latane).....			1	1	1	1
Landing Force Manual.....	2	2	5	5	5	5
Naval Customs, Traditions, and Usage (Lovette).....			1	1	1	1
Naval Leadership With Some Hints to Junior Officers.....			2	2	2	2
Watch Officer's Guide (Willson).....			4	4	4	4
Your Navy (Mayo).....			1	1	1	1

1 As required.

(b) The following items are procurable from the Bureau of Ordnance, chargeable against Appropriation "Ordnance and Ordnance Stores":

Item	Battalion				Detached division	
	Staff		Each division			
	Fleet	Local defense	Fleet	Local defense	Fleet	Local defense
Ammunition, .22 caliber, rounds ¹			10, 000	15, 000	10, 000	15, 000
Ammunition, .30 caliber, rounds ¹			7, 200	10, 800	7, 200	10, 800
Ammunition, .30 caliber, blank rounds ¹			1, 000	1, 000	1, 000	1, 000
Ammunition, .45 caliber, rounds ¹			4, 000	8, 000	4, 000	8, 000
CN capsules ¹			100	200	100	200
CN training spray gun			1	1	1	1
Depth charge, dummy	1	1			1	1
Dotters, Hollowfield	1	1			1	1
Gas identification set, detonation, M1	1	1				
Gas identification set, Instructional, M1 (sniff set)	1	1				
Gun, 4- or 5-inch	1	1			1	1
HC training smoke candles ¹			2	4	2	4
Loading machine	1	1			1	1
Machine gun, .50 caliber, Browning			1	1	1	1
Machine gun, .30 caliber, Browning or Lewis						
Pistols, .22 caliber, with service frame "Ace"			1	2	1	2
Pistols, belts, and holsters			4	8	4	8
Rangekeepers	1	1			1	1
Rifles, belts, and bayonets			150	200	150	200
Rifles, .22 caliber, Springfield			2	2	2	2

¹ Annual allowances. Requests for ammunition should be in letter form, and should indicate the make and mark of arm in which to be fired.

(c) The following items are procurable from A. P. A. material without exchange of funds. Costs for overhaul, repairs, and salvage are chargeable against the appropriate subhead of the Naval Reserve Appropriation.

Item	Battalion				Detached division	
	Staff		Each division			
	Fleet	Local defense	Fleet	Local defense	Fleet	Local defense
Bells, ships.....	1	1			1	1
Boats, power (motor launch or YP).....	1	1			1	1
Boats, pulling (whaleboat or cutter).....			½	½	1	1
Buzzers.....	(1)	(1)	(1)	(1)	(1)	(1)
Compass and binnacle.....	1	1			1	1
Gas masks.....			25	35	25	35
Howlers.....	(1)	(1)	(1)	(1)	(1)	(1)
Pelorus.....	1	1			1	1
Running lights, sets.....	1	1			1	1
Steering wheel and stand.....	1	1			1	1
Telegraph, bridge engine room.....	1	1			1	1
Telegraph, engine room-fire room.....	1	1			1	1
Telephones, battle (Utah type).....	(1)	(1)	(1)	(1)	(1)	(1)
Used machinery for instruction purposes.....	(1)	(1)	(1)	(1)	(1)	(1)
Voice tubes.....	(1)	(1)	(1)	(1)	(1)	(1)

¹As available and requested.

(d) The following publications are procurable from the various Bureaus of the Navy Department without charge:

Item	Battalion				Detached division	
	Staff		Each division		Fleet	Local defense
	Fleet	Local defense	Fleet	Local defense		
Bureau of Aeronautics Manual.....						
Bureau of Naval Personnel Manual.....	1	1	1	1	1	1
Bureau of Ordnance Manual.....	1	1	1	1	1	1
Bureau of Supplies and Accounts Manual.....	1	1	1	1	1	1
Bureau of Ordnance pamphlets.....	(1)	(1)			(1)	(1)
Charts.....	(1)	(1)	(1)	(1)	(1)	(1)
Communication Instructions.....	1	1	1	1	1	1
Construction and Repair Manual.....	1	1	1	1	1	1
Deck log (rough).....			1	1	1	1
Educational courses for various ratings.....	(1)	(1)			(1)	(1)
General Orders.....	1	1	1	1	1	1
Gunnery Instructions, U. S. N. R.....	1	1	1	1	1	1
Handbook of the Hospital Corps.....	1	1	1	1	2	2
Instructions for Painting and Cementing Vessels.....			2	4	2	4
Manual of Engineering Instructions.....	1	1	1	1	1	1
Manual of the Medical Department.....	1	1	1	1	1	1
Moorings and Maneuvering board sheets.....	(3)	(3)	(3)	(3)	(3)	(3)
Naval Courts and Boards.....	2	2			1	1
Navy Regulations.....	2	3	4	8	4	8
Plotting sheets.....	(3)	(3)	(3)	(3)	(3)	(3)
Sailor's Manual of Paints and Painting.....			2	4	2	4
Small Arms Firing Regulations.....	1	1	2	4	2	4
Uniform Regulations.....	2	2			1	1
BLANK FORMS						
Bureau of Medicine and Surgery forms:						
D (inventory of material).....	10	15			10	15
F (card).....	1	2			1	2
G (hospital ticket).....	1	2			1	2
H (health record).....	150	200			150	200
N (report of death).....	1	1			1	1
S (binacle list).....	1	1			1	1
X (recruiting statistics).....	1	1			1	1
X (rough cards).....	4	6	1	2	1	2
Y (report of physical examination).....	4	6	1	2	4	6
Form 4 (requisition and invoice, medical supplies and equipment).....	1	1			1	1
Bureau of Naval Personnel forms as listed in Article H-1822.....	(3)	(3)	(3)	(3)	(3)	(3)

¹ As available for issue by District Commandants.

² As required.

(e) The following hospital supplies are procurable from the Bureau of Medicine and Surgery without charge to the District's allotment of funds:

Item	Number allowed	
	Fleet division	Local defense division or squadron
DRUGS		
1-025. Alcohol, 1 pint bottle.....	bottles 1	2
1-069. Collodion flexible, 1 ounce bottle.....	do. 1	2
1-117. Liniment, soap, 1 pint in bottle.....	do. 1	2
1-121. Magnesium sulphate, 5 lbs. in tin.....	tins 1	2
1-177. Ointment, zinc oxide, lb. in jar.....	jars 1	2
1-279. Spirits of ammonia, aromatic, 1 ounce bottle.....	bottles 1	2
1-319. Tincture of iodine ($\frac{1}{4}$ U. S. P.).....	tube 48	60
TABLETS		
2-005. Acetylsalicylic acid, 0.324 gm., 100 in bottle.....	bottles 1	3
2-021. Mercuric chloride corrosive, 200 in bottle.....	do. 2	2
2-031. Mixture of elcycyrrhiza, compound, 3.7 cc., 1,000 in bottle.....	do. 1	3
2-051. Soda mint, 100 in bottle.....	do. 2	2

Item	Number allowed	
	Fleet division	Local defense division or squadron
HYPODERMIC TABLETS		
3-001. Apomorphine hydrochloride, gm., 0.003 (1/20 grain).....tubes..	1	1
3-007. Cocaine hydrochloride, 0.01 gm. (1/6 grain).....do.....	1	1
3-011. Glyceryl trinitrate, 0.0006 gm. (1/100 grain).....do.....	1	1
3-015. Morphine sulphate, 0.008 gm. (1/8 grain).....do.....	1	1
3-019. Morphine and atropine, (morph. sulphate, 0.016 gm. (1/4 grain), atropine sulphate, 0.0004 gm. (1/150 grain).....tubes..	1	1
3-031. Strychnine sulphate, 0.002 gm. (1/30 grain).....do.....	1	1
SURGICAL INSTRUMENTS AND APPLIANCES—SUPPLIES		
6-147. Syringe, intramuscular, glass, 2 cc.....	2	3
6-169. Tourniquet, instant.....	2	3
6-185. Vision test set, complete.....	1	1
SURGICAL INSTRUMENTS AND APPLIANCES—EQUIPMENT		
7-027. Case, diagnostic, electric.....	1	1
7-151. Forceps, hemostatic, straight.....	2	2
7-305. Needle, iridio-platinum, 1-inch, 22-gage.....	2	2
7-481. Sphygmomanometer, aneroid.....	1	1
7-491. Stethoscope.....	1	1
SURGICAL DRESSINGS—SUPPLIES		
8-011. Bandage, gauze, 2-inch.....doz.....	3	4
8-029. Bandage, suspensory.....	2	3
8-039. Cotton, absorbent, 1-lb. roll.....rolls.....	2	3
8-055. Gauze, plain, 25-yd. roll.....do.....	1	2
8-109. Ligature, silk, with No. 0 threaded in needle.....tubes.....	1	2
8-111. Ligature, silk, with No. 2 threaded in needle.....do.....	1	2
8-133. Muslin.....yards.....	5	10
8-137. Packet, first-aid.....	6	10
8-151. Plaster, adhesive, 12 inches by 5 yards.....rolls.....	1	1
SURGICAL DRESSINGS—EQUIPMENT		
9-003. Pouch, hospital corps, small.....	1	1
DISPENSARY AND LABORATORY SUPPLIES, MISCELLANEOUS		
11-083. Dish, evaporating, 200 cc.....	2	2
11-149. Medicine dropper.....	4	12
DISPENSARY AND LABORATORY EQUIPMENT		
12-059. Case, urinalysis, complete.....	1	1
12-091. Hot plate, electric.....	1	1
12-131. Spatula, 7½ cm.....	1	1
HOSPITAL AND NURSING SUPPLIES		
13-001. Applicator, wood, 500 in bundle.....	1	1
13-007. Badge, arm, red cross.....	6	6
13-025. Brush, nail.....	2	2
13-071. Medicine glass.....	2	3
13-089. Tapeline.....	2	2
13-091. Thermometer, clinical.....	2	3
13-095. Tongue depressor, wood, 500 in box.....	1	1
HOSPITAL AND NURSING APPLIANCES		
14-007. Basin, dressing, agate.....	1	1
14-009. Basin, pus, agate.....	1	1
14-029. Irrigator, agate, with fittings.....	1	1
BEDDING AND LINEN		
15-029. Towel, hand.....	6	6

(2) Commanding officers of organizations will initiate the necessary action toward procurement of items required to fill allowance, where armory conditions are such that use can be made thereof. This action should be in the form of a letter to the District Commandant indicating the item desired, number on

hand and number allowed. In the event the items desired are not chargeable against the Naval Reserve Appropriation, the letter should be forwarded with the Commandant's recommendation to the Bureau of Naval Personnel. Items chargeable against the Naval Reserve Appropriation should be covered on stub requisition, where thus procurable, or open purchase requisition, chargeable against the District's allotment of funds under the subhead concerned. Requests for ammunition should indicate the make and type of arm in which it is to be fired.

(3) The standard allowance list herein prescribed may be amended from time to time by the Chief of Naval Personnel.

H-8605. NAVY TRAINING COURSES ALLOWED FOR USE BY NAVAL RESERVE.

(1) From time to time the Bureau of Naval Personnel will prescribe allowances of Navy training courses for use in instructing the Naval Reserve. These allowances will prescribe the number of each course apportioned each naval district as a whole. Distribution within any district will be a function of the Commandant.

(2) On March 31 each year an inventory shall be taken in each naval district of the number of usable copies of each course on hand, including those in use. As soon thereafter as practicable each District Commandant shall submit a report to the Bureau of Naval Personnel showing for each course, the District allowance, number on hand, and number required to fill allowance.

(3) The Bureau of Naval Personnel will then take the necessary action to fill allowances, insofar as courses for this purpose are available, or at such time as they may become available. Requests from the Naval Districts to the Bureau of Naval Personnel for courses will not be necessary. Requests from organizations for courses should be addressed to the District Commandant.

(4) Additional copies of any course will not become available for filling allowances oftener than once every six years, when the course is reprinted.

H-8606. EQUIPMENT LOANED TO STATES FOR USE OF NAVAL MILITIA.—Such vessels, material, armament, equipment, and other facilities of the Navy as are or may be made available for the Naval Reserve shall be available in accordance with regulations prescribed by the Secretary of the Navy for issue or loan to the several States, Territories, or the District of Columbia, for the use of the Naval Militia, but no such facilities of the Navy shall be furnished for use by any portion or unit of the Naval Militia unless at least 95 per centum of its personnel belongs to the Naval Reserve and is attached to or associated with an organization of the Organized Reserve and unless its organization, administration, and training conform to the standards prescribed by the Secretary of the Navy for such units.

Section 7. UNIFORMS

H-8701. UNIFORMS PRESCRIBED.—Officers and men of the Naval Reserve shall wear the uniforms prescribed for officers and men of corresponding ranks or ratings in the Regular Navy.

H-8702. UNIFORMS REQUIRED, OFFICERS.

(1) Except as noted in paragraph (2), and in article H-8703 (3) and (4) hereof, commissioned and warrant officers of the Naval Reserve are required to possess the following: Service dress blue, service dress white, overcoat (or raincoat), leggings, sword,¹ sword knot¹ (if commissioned), undress belt; aviation working dress (if an aviator). All other items of uniform prescribed for

¹ Sword and sword knot will not be required during the war.

officers of the United States Navy are optional for officers of the Naval Reserve, but such uniforms must be of regulation pattern.

(2) Chaplains shall not wear the cocked hat, epaulets, swords, sword belts, nor full dress trousers. They may wear the vestments of the church to which they belong on occasions requiring it.

(3) Aviation cadets shall wear the uniform prescribed for them by the Bureau of Naval Personnel.

H-8703. WHEN UNIFORMS ARE TO BE WORN.

(1) Except as noted in paragraphs (2), (3), and (4) hereof, members of the Naval Reserve shall wear the uniforms of their ranks or ratings when at drills and when performing authorized training duty with or without pay. They may wear such uniforms at ceremonies and memorial services. They shall not wear them at unauthorized times.

(2) Civilian clothes may be worn when in an active duty status in conformity with the customs of the regular service.

(3) Officers of the Merchant Marine Reserve employed on vessels requiring its officers to wear uniforms, may be permitted to wear such uniforms while performing active or training duty. Merchant Marine Reserve officers so equipped are not required to possess the Naval Reserve uniforms listed in article H-8702 (1) except when ordered to active duty in time of war or a national emergency.

(4) Officers of class I-V(S) shall not be required to provide themselves with uniforms unless upon reporting for active or training duty their commanding officer orders them to do so. Such orders shall be in letter form, addressed to each individual concerned, three copies of which shall accompany each voucher for reimbursement, submitted under the provisions of article H-8704 (4).

H-8704. UNIFORM ALLOWANCE FOR OFFICERS, ORGANIZED RESERVE, VOLUNTEER RESERVE, AND MERCHANT MARINE RESERVE.

(1) In time of peace, upon first reporting for active or training duty with pay, at a location where uniforms are required to be worn, or after the authorized performance of 14 drills, an officer of the Naval Reserve other than an aviation cadet or an officer of class A-V(N) shall be paid a sum not to exceed \$100 as reimbursement for the purchase of the required uniforms, and thereafter he shall be paid an additional sum of \$50 for the same purpose upon the completion of each period of not less than 4 years in the Naval Reserve: *Provided*, That this latter amount of \$50 shall not become due any officer until he has completed not less than 150 drills or periods of other equivalent instruction or duty or appropriate duties and 56 days' active or training duty, or 75 drills and 84 days' active or training duty, or 112 days' active or training duty: *Provided further*, That in time of war or national emergency a further sum of \$150 for the purchase of required uniforms shall be paid to officers of the Naval Reserve when they first report for active duty with pay and allowances. Active duty performed under his commission as an officer of class A-V(N) will be counted in computing the required 112 days' active or training duty to entitle such officer to the additional payment of \$50 four years after receipt of the \$150 uniform gratuity as an officer of class A-V(N).

(2) The word "drills" as used in the preceding paragraph is to be interpreted as the regular drills of the various units authorized and performed in accordance with article H-5302.

(3) Except as provided in article H-8703 (4), upon first reporting for active duty with pay in time of war or national emergency, at a location where uniforms are required to be worn (regularly or occasionally), an officer of the

Naval Reserve *who has in his possession the required uniforms*, and who has not theretofore received any uniform allowance, is entitled to the peacetime allowance of \$100. Upon first reporting for active duty with pay in time of war or national emergency, an officer of the Naval Reserve is entitled to the further sum of \$150 for the purchase of required uniforms without regard to whether uniforms are required to be worn at the place of reporting for duty or whether he has the required uniforms in his possession.

(4) Reimbursement in the above amounts for uniforms purchased and in the possession of the officer will be made by the Bureau of Supplies and Accounts (Retainer Pay Section) upon certification by the Reserve Officer and the Bureau of Naval Personnel that the prescribed conditions have been met. Form S. & A. 445 will be used for this purpose. In cases of officers of the Volunteer Reserve and the Merchant Marine Reserve, three certified copies of the orders to active or training duty entitling them to the uniform gratuity, with all endorsements, shall accompany this form.

H-8705. ISSUES OF UNIFORMS TO ENLISTED MEN OF THE ORGANIZED RESERVE, VOLUNTEER RESERVE, AND MERCHANT MARINE RESERVE.

(1) (a) During each period of 4 years' enlistment in time of peace, men of classes O-1, O-2, and V-3, other than Hospital Corpsmen assigned to organizations of the Marine Corps Reserve, may be issued such of the below enumerated articles of uniform as the commandant of the district may deem necessary for their proper drilling and training, having due regard for climatic conditions. The issues shall not exceed during any one 4-year period of enlistment the number of items enumerated in the following table nor exceed in value the limiting amounts prescribed in the Bureau of Supplies and Accounts Manual:

For chief petty officers and officers' cooks and stewards

1 cap, combination, complete.	6 rating badges, blue and white.
2 coats, blue	1 raincoat.
4 coats, white.	2 shirts, flannel.
2 pairs trousers, blue.	4 shirts, chambray.
4 pairs trousers, white.	2 pairs shoes.
1 cravat.	6 specialty marks.
2 jumpers, dungaree.	2 pairs trousers, dungaree.
1 pair gloves.	2 belts, black woven.
1 pair leggings.	4 undershirts, cotton.
6 sets service stripes, blue and white.	1 vest, blue.
1 overcoat.	

For other enlisted ratings

1 cap, cloth, with ribbon.	2 jumpers, blue, undress.
3 packages clothes stops.	3 jumpers, white, undress.
1 cap, watch.	1 jumper, white, dress.
4 jumpers, dungaree.	1 jersey.
1 pair gloves.	1 pair leggings.
3 hats, white.	2 pairs trousers, blue.
6 sets service stripes, blue and white.	4 pairs trousers, dungaree.
1 neckerchief.	2 belts, black woven.
1 overcoat.	4 undershirts, cotton.
6 rating badges, blue and white.	4 pairs trousers, white.
1 raincoat.	4 shirts, chambray.
2 pairs shoes.	2 jackets, mess attendant.
1 jumper, blue, dress.	

- (b) The clothing so issued will remain the property of the Government until the man to whom it was issued has attended twenty (20) drills, periods of equivalent instruction or duty, or appropriate duties, or has reported for active duty. Such property title to which remains in the Government will be returned when the individual becomes an inactive member of an organization of the Organized Reserve or Naval Communication Reserve. The clothing so returned will be cleaned, repaired, and retained as an emergency stock, not on charge. When clothing is turned in, an entry shall be made in the man's service record, and, in addition, the officer carrying the clothing accounts shall be notified of such return. The names on clothing thus turned in will be surcharged with the letters "USNR."
- (c) Discharge and reenlistment does not in itself entitle a member of the Naval Reserve to a complete new outfit. Articles issued during one enlistment may, however, if worn out, be replaced by new issues during subsequent enlistments up to the limits specified above.
- (d) Issues to men of other classes of the Naval Reserve will be made in accordance with such instructions as may be promulgated by the Chief of Naval Personnel from time to time.

(2) Upon first reporting for active duty in time of war or national emergency, *or when continued on active duty upon the declaration of a national emergency or war*, enlisted personnel of the Naval Reserve shall be issued the balance of clothing, bedding, and outfits as necessary to meet the requirements and issues to enlisted personnel of the regular Navy. This balance will be the difference between the value of a full bag and the value of issues received during the current enlistment.

(3) All issues to members of the Naval Reserve, when authorized, will be made and accounted for in the manner prescribed in the Bureau of Supplies and Accounts Manual.

H-8706. MEN REQUIRED TO REPLACE LOST OR DAMAGED ARTICLES OF UNIFORM.—Members of the Naval Reserve receiving a gratuitous issue of uniforms are required to replace at their own expense any lost or damaged article thereof. For this purpose, cash requisitions should be submitted in the manner prescribed in the Bureau of Supplies and Accounts Manual.

H-8707. STOWAGE OF UNIFORMS IN ARMORIES.—In order to maintain proper supervision of uniforms and to give instruction in the marking, care, and stowage of them, as well as to insure that they shall not be worn at unauthorized times, men of the Naval Reserve shall be required to keep their uniforms at armories, or drill halls, if suitable locker facilities are available.

H-8708. ISSUE OF BEDDING, CLOTHES BAGS, AND BUCKETS.—Clothes bags, mattresses, pillows, mattress covers, pillow covers, blankets, buckets, and hammocks with clews and lashings, when required in connection with the training on shipboard of enlisted members of the Naval Reserve, are obtainable on requisition chargeable against the naval district's allotment of funds under the Construction and Repair subhead of the Naval Reserve Appropriation, in the manner prescribed in the Bureau of Construction and Repair Manual. They will be issued, cleaned, and accounted for in the manner prescribed in the Bureau of Ships Manual. These items, except bags and hammocks, when issued to organizations of the Naval Reserve will be marked as follows: "U. S. Naval Reserve"; this will be in stencil black letters, in the center and lengthwise of the blanket, mattress, etc.; 2-inch letters will be used for blankets, mattresses, and mattress covers, and 1-inch letters for the other items.

CHAPTER 9

FLEET RESERVE

Section 1. PURPOSE

H-9101. PURPOSE.—The purpose of the Fleet Reserve is to provide an available reserve of ex-officers and ex-enlisted men of the Regular Navy who may be utilized without further training to fill those billets requiring experienced personnel in the initial stages of mobilization.

Section 2. COMPOSITION OF FLEET RESERVE

H-9201. OFFICERS.—The officer personnel of the Fleet Reserve shall be composed of ex-officers of the Regular Navy who have been appointed in accordance with article H-9401, and designated as follows:

DE-F. Line officers.

CC-F. Engineer officers, for construction duties.

SC-F. Supply Corps officers.

MC-F. Medical Corps officers.

DC-F. Dental Corps officers.

CEC-F. Civil Engineer Corps officers.

ChC-F. Chaplain Corps.

H-9202. ENLISTED MEN.—Enlisted men of the Fleet Reserve shall be comprised in the following classifications and designations:

F-2. Those who are transferred direct from the Navy thereto after 4 or more years' naval service, and those who, after an equal amount of such naval service, have been honorably discharged and are enlisted in the Naval Reserve and assigned to this class.

F-4-c. Those men who served in the Regular Navy prior to July 1, 1925, who were either in the Navy or Naval Reserve Force on that date and thereafter transfer to the Naval Reserve after 16 years' naval service.

F-4-d. Those men who served in the Regular Navy prior to July 1, 1925, who were either in the Navy or Naval Reserve Force on that date and thereafter transfer to the Naval Reserve after 20 years' naval service.

F-5. Those men who first enlist in the Navy after July 1, 1925, or who reenlist with broken service after that date and transfer to the Naval Reserve after 20 years' naval service.

Section 3. ADMINISTRATION

H-9301. MAINTENANCE OF RECORDS FOR CLASSES F-2, F-4, AND F-5, AND PHYSICAL EXAMINATIONS OF FLEET RESERVES.

(1) Commandants will maintain records showing the physical and professional qualifications of men of classes F-2, F-4, and F-5, and retired men attached to their districts.

(2) Men will be classified professionally in accordance with the type or types of vessels on which they are best qualified to serve.

(3) Enlisted men transferred to the Fleet Reserve after 16 years' or more service in the Regular Navy shall be examined physically at least once during

each 4-year period. The Bureau desires to complete these examinations without cost to the Government, with the minimum inconvenience to the men concerned, and insofar as is practicable, employing the following plan:

- (a) Fleet Reservists will be authorized by commandants to undergo physical examination at any time during the fourth fiscal year following the fiscal year of transfer to the Fleet Reserve and during each fourth year thereafter. No certain time within these fourth years will be specified.
 - (b) When physical examinations are due, the men should be ordered by the Commandant of the naval district in which they reside to report for such examination to the nearest Regular Navy activity where the services of a medical officer are available, to the nearest Naval Reserve aviation base, or to the nearest Naval Reserve armory. When ordered to an armory the men should report only on drill nights. Unless Naval Reserve medical officers of classes MC-V(G) and MC-V(S) volunteer for this service, it is not desired that members of the Fleet Reserve be ordered to report to such officers at their private offices for physical examination.
 - (c) To avoid inconvenience in cases where the Reservist's civil pursuits require that he be out of the district where his records are kept, permission may be granted to use the facilities of any other district for this examination.
 - (d) Report of physical examination will be made in duplicate on Bureau of Medicine and Surgery Form Y, which may be obtained from the naval medical supply depot, Brooklyn, N. Y.
- (4) In the case of the failure of a Fleet Reservist of classes F-4 and F-5 to present himself for physical examination during the time mentioned above, or up until such time during the fourth year as the Commandant may decide upon with a view to completing the examination within the 4-year period, specific orders involving transportation and active duty pay will need to be issued by the Commandant concerned.
- (5) Enlisted men who are or have been transferred to the Fleet Reserve after 16 years or more of service in the Regular Navy, and who are found unfit for any duty in accordance with Article H-9604 (1), shall be transferred to the retired list of the Regular Navy.
- (6) The cooperation of the service is enjoined to accomplish the majority of the necessary physical examinations without the necessity of issuing orders except in extreme cases. When orders are necessary, it is desired that men be kept on active duty for this purpose as short a time as possible. If practicable no man should be retained more than 1 day at the naval activity where the inspection and examination is held nor shall any man be ordered to report, without prior reference to the Bureau of Naval Personnel, whose probable period of active duty, including travel time, will exceed three days.
- (7) Members of the Fleet Reserve, reporting for inspection in accordance with orders issued as directed in paragraph 5 will be paid active-duty pay by the Bureau of Supplies and Accounts direct for such time as they are actually at a naval activity for this purpose and for the necessary time to perform the travel to and from their homes. They shall also be furnished transportation in kind with the necessary cash allowances for travel involved by the naval districts.
- (8) In order that the accounts of those men who report for inspection may be so adjusted as to allow active-duty pay in lieu of retainer pay for the period of active duty, it will be necessary that the Bureau of Supplies and Accounts be furnished some authentic voucher in duplicate. To the end that the pro-

cedure may be uniform in all the districts, the order issued to reservists will contain paragraphs reading:

"You will enter on the back of this order the place from which you started to travel and the date and hour of departure and the place, date, and hour of your arrival home. You will sign your name after these entries.

"The officer to whom you report for this inspection will indorse on the back of this order and over his signature the place, date, and hour of reporting and the date and hour of release.

"Upon your arrival home you will forward this order to the Commandant of the -----, -----
(Naval district) (Address)

who will cause two copies of it to be prepared, certified, and forwarded to the Bureau of Supplies and Accounts (Retainer Pay Section), which bureau will make the necessary adjustment in your pay accounts."

(9) A minimum of clerical effort will be required and chance of error reduced if forms are printed on the back of the order and the carbon copies (prepared when the original orders are issued) as follows:

I started travel in compliance with the within order from -----
(Place)
on -----, -----
(Date) (Hour)

On the return trip I arrived at -----, on -----
(Place) (Date) (Hour)

There was no avoidable delay en route in performing the travel.

(Sign your full name)

The man named in the within order reported in compliance therewith at

----- on -----
(Place of inspection) (Date) (Hour)

(Signature and rank of officer to whom he reported)

The man named in the within order completed the duty prescribed and was directed to return to the place from which he was called to duty, at

----- on -----
(Place of inspection) (Date) (Hour)

(Signature and rank of officer)

On carbons but not on the original: The reverse side of this sheet and the foregoing endorsements are true copies of the originals.

(Signature and rank of officer)

(10) Failure of any member to report for physical examination and inspection as required by paragraph (5), in obedience to lawful order, will result in forfeiture of any pay which may be due him. Pay so forfeited shall be the pay due and unpaid him on the date notice of forfeiture is received by the Bureau of Supplies and Accounts (Retainer Pay Section), and shall include pay thereafter becoming due him until such time as he reports for examination and inspection or until he is relieved of the necessity for reporting. However, there shall be no forfeiture if satisfactory excuse for failure to report is furnished the commandant. When resumption of retainer pay is authorized, the Bureau of Supplies and Accounts (Retainer Pay Section) will be notified of the inclusive date from which resumption is effective.

H-9302. PERMISSION TO LEAVE THE UNITED STATES FOR SHORT PERIODS.—Members of the Fleet Reserve who desire to leave the United States or its possessions for short periods may obtain permission in the manner outlined in article H-1804.

H-9303. PERMISSION TO LEAVE THE UNITED STATES FOR EXTENDED PERIODS, MEMBERS OF FLEET RESERVE AND MEN OF THE RETIRED LIST OF THE REGULAR NAVY.

(1) Enlisted men of the Fleet Reserve and retired men who desire to reside outside the United States or its possessions for periods in excess of 6 months, should forward their requests to the Bureau of Naval Personnel via the Commandant of the naval district or naval station at which their records are carried, and when such residence is to be in Asiatic countries, the requests should, in addition, be forwarded via the Commander in Chief, Asiatic Fleet. Permissions thus granted shall be for periods of 1 year only, but may be renewed at the discretion of the Bureau of Naval Personnel.

(2) Records of Fleet Reserve men and retired men granted permission to reside abroad, shall, except as provided in article H-1404 (4), (5), and (6), be retained in the naval districts in which they formerly resided. Where residence outside the United States is to be for periods in excess of 6 months in Asiatic countries, their records shall be forwarded to and maintained by the Commandant of the Sixteenth Naval District.

(3) The records of officers of the Fleet Reserve shall be carried and maintained as provided in article H-1809.

(4) Changes of official residence of officers and men of the Fleet Reserve and retired list shall be reported to the Chief of the Bureau of Supplies and Accounts via the Commandant of the naval district or naval station at which their records are carried, in accordance with article H-1803.

(5) Transfers to the Fleet Reserve in the Fifteenth Naval District and Republic of Panama will not be made until approval for residence therein has first been obtained from the Commandant of the district or his designated representative.

Section 4. APPOINTMENT AND TRANSFER TO THE FLEET RESERVE

H-9401. ASSIGNMENT OF OFFICERS TO FLEET RESERVE.

(1) Ex-commissioned and ex-warrant officers of the Regular Navy who have been honorably discharged therefrom after not less than 4 years' service therein, may, within 10 years of such separation, subject to their own consent and in the discretion of the Secretary of the Navy, be appointed in the Naval Reserve in the permanent rank last held by them in the Regular Navy, and assigned to the Fleet Reserve. Their dates of rank shall be governed by the provisions of article H-1508 hereof.

(2) Officers appointed under the foregoing provision shall not, in time of peace, be ordered to active duty, except with their own consent, and shall be under no obligation to perform training or drill duty during that period, but shall be paid in advance \$20 per annum. No commissioned or warrant officer of the Fleet Reserve shall be certified for payment of annual advance pay unless and until he has submitted to the Commandant of his naval district an affidavit in the form prescribed by article H-7305 (1).

(3) The physical examination given at time of separation from the Regular Navy is acceptable if it is recorded on Bureau of Medicine and Surgery Form Y, for appointments on applications made within 4 months of such separation. Otherwise a physical examination reported on this form will be required. A flight physical examination is also required in the case of a candidate for aviation duties reported on Bureau of Medicine and Surgery Form NMS Aviation No. 1.

(4) Applications for appointment in the Fleet Reserve will be addressed in letter form to the Bureau of Naval Personnel via the District Commandant, the Bureau of Medicine and Surgery and other Bureaus or offices concerned and

shall show and be signed with the full legal name of the applicant. They must be accompanied by, or include, the following:

- (a) Subject to the provisions of paragraph (3) hereof, report of physical examination, Bureau of Medicine and Surgery Form Y, or NMS Aviation No. 1.
- (b) Fingerprint record, B. N. P. 680.
- (c) Two recent photographs of the applicant's head and shoulders, one profile and one full face, each about $2\frac{1}{2}'' \times 2\frac{1}{2}''$.
- (d) Statement of receipt or nonreceipt of pension, compensation or retired pay from the Government of the United States, or application therefor.
- (e) If separated from the service for more than 1 year, a report of investigation on Bureau of Naval Personnel Form B. N. P. 944.

(5) Officers of the Fleet Reserve will be appointed without reference to procurement or mobilization quotas.

(6) A candidate for appointment for aviation duties, will be required to pass successfully a flight test in a service type plane, as prescribed by the Bureau of Naval Personnel.

H-9402. ASSIGNMENT TO CLASS F-2 UPON TERMINATION OF SERVICE IN THE REGULAR NAVY.

(1) The Secretary of the Navy may require any person, when enlisting in the Regular Navy, and may authorize any enlisted man in such service to obligate himself, to serve 4 years in the Fleet Reserve upon termination of his enlistment.

(2) Men who have so obligated themselves and are recommended for reenlistment shall be transferred to the Fleet Reserve, F-2, upon termination of their enlistment in the Regular Navy, unless they apply for reenlistment or extension of their enlistment in the Regular Navy, in which event they may be reenlisted or may extend their enlistment in the Regular Navy.

(3) Ex-officers of the Regular Navy and ex-enlisted men of the Regular Navy who have been honorably discharged therefrom and recommended for reenlistment, after not less than 4 years' service therein, may, subject to their own consent and in the discretion of the Secretary of the Navy, be appointed or enlisted in the Naval Reserve in the ranks or ratings last held by them in the Regular Navy, and assigned to the Fleet Reserve.

(4) For all purposes of the Naval Reserve Act of 1938 a complete enlistment during minority shall be counted as 4 years' service and any enlistment terminated within 3 months prior to the expiration of the term of such enlistment shall be counted as the full term of service for which enlisted.

(5) Except as otherwise provided, men transferred or assigned to the Fleet Reserve under the provisions of this article shall not, in time of peace, be ordered to active duty, except with their own consent, and shall be under no obligation to perform training duty or drill during that period, but shall be paid in advance \$20 per annum. No enlisted man of the Fleet Reserve shall be certified for payment of annual advance pay unless and until he has submitted to the commandant of his naval district an affidavit in the form prescribed by article H-7305 (1).

(6) Upon assignment to the Fleet Reserve F-2 entry shall be made on back of discharge certificate in upper left-hand corner and on C. S. C. in space following entry of discharge. These entries must show ship or station on which assignment is made, date of assignment and rate in which assigned. This entry will be signed by the commanding officer.

H-9403. RESTRICTIONS ON TRANSFERS AND ASSIGNMENT TO CLASS F-2.

(1) Transfers to, or enlistments in the Naval Reserve for assignment to class F-2 of the Fleet Reserve will be made only when procurement for this class is authorized by the Bureau of Naval Personnel and when the applicant is in a rating specified by the bureau as desirable for the Reserve. Such instructions will be issued from time to time, depending upon the number of ratings required in the Reserve and the funds available.

(2) Men of class F-2 will not be allowed to perform drills, equivalent instruction or duty, or appropriate duty.

(3) As the assignment of enlisted men to class F-2 is for 4-year periods only, such men may neither reenlist in class F-2 nor extend their enlistment therein.

H-9404. APPLICATIONS FOR FLEET RESERVE.

(1) Applications for transfer to the Fleet Reserve should not be submitted to the Bureau of Naval Personnel over 1 year in advance of date of transfer.

(2) Applications once submitted in proper form may not be cancelled or withdrawn solely for personal reasons.

(3) Men awaiting disciplinary action or serving sentence of a court martial, including time on probation, will not be authorized to transfer to the Fleet Reserve until completion of such disciplinary action. Where transfer has already been authorized, the date will be deferred or the authorization cancelled as appropriate.

H-9405. TRANSFER TO CLASS F-4 OF MEN WHO ENLISTED IN REGULAR NAVY PRIOR TO JULY 1, 1925.

(1) Any enlisted man of the Regular Navy who meets any one of the following requirements is eligible for transfer to the Fleet Reserve, class F-4, on the completion of 16 or more years' naval service even though his service has not been continuous since July 1, 1925:

(a) Serving in the Regular Navy on July 1, 1925.

(b) Discharged prior to July 1, 1925, and reenlisted in the Regular Navy subsequent to that date and within 3 months of date of discharge.

(c) Serving in the Naval Reserve Force on July 1, 1925, in an enrollment entered into within 4 months from the date of discharge from the Regular Navy and thereafter reenlisted in the Regular Navy within 3 months from the date of discharge from the Naval Reserve created by the act of February 28, 1925.

(2) Enlisted men when so transferred shall, except when on active duty, be entitled to receive, if they have had 16 but less than 20 years' naval service, pay at the rate of one-third the base pay they were receiving at the time of transfer, plus all permanent additions thereto, and if they have had 20 or more years' naval service, pay at the rate of one-half of the base pay they were receiving at the time of transfer, plus all permanent additions thereto.

(3) The pay authorized in this article shall be increased 10 percent for all men who may be credited with extraordinary heroism in the line of duty or whose average marks in conduct for twenty or more years shall not be less than 95 percent of the maximum. The determination of the Secretary of the Navy as to the definition of extraordinary heroism shall be final and conclusive for all purposes.

(4) All requests for transfer to the Fleet Reserve must be submitted in duplicate on Form B. N. P. 630.

H-9406. TRANSFER OF CITIZENS OF INSULAR POSSESSIONS FROM THE NAVY TO THE FLEET RESERVE.—Enlisted men of the Regular Navy who are citizens of the insular possessions of the United States are eligible for transfer to the Fleet Reserve under the same conditions in all respects as are by law

and regulation applicable to the transfer to the Fleet Reserve of enlisted men of the Regular Navy who are citizens of the United States.

H-9407. COMPUTATION OF SERVICE FOR TRANSFER TO THE FLEET RESERVE.

(1) Naval service for purposes of transfer to the Fleet Reserve includes all service either as an officer or enlisted man in the Regular Navy, Marine Corps, active service other than training in the Naval Reserve Force, Naval Reserve, Marine Corps Reserve, or National Naval Volunteers, and in the Naval Militia when in actual service of the United States pursuant to a call of the President, and service in the Coast Guard when serving as a part of the Navy in time of war.

(2) In computing the service of enlisted men of the Navy for transfer to the Fleet Reserve deductions will be made for the following reasons. In indicating these classes of deductions the abbreviations shown below will be used.

	<i>Abbreviation</i>
(a) Time while on furlough without pay-----	FWOP
(b) Inactive service or training service as a member of the Naval Reserve Force or Naval Reserve-----	INRF
or-----	TRF
(c) Absence without leave (including overleave and desertion)---	AWOL
(d) Absence while in civil arrest resulting in conviction and while serving sentence-----	NPDI

(3) In computing the service of enlisted men for pay purposes, deductions will be made on account of nonperformance of duty for the following reasons. In indicating these classes of deductions, the abbreviations shown below will be used.

	<i>Abbreviation</i>
(a) Time while on furlough without pay-----	FWOP
(b) Time lost on account of injury, sickness, or disease resulting from the man's own intemperate use of drugs or alcoholic liquors or other misconduct-----	SKMC
(c) Absence without leave (including overleave and desertion)---	AWOL
(d) Absence while in civil arrest resulting in conviction and while serving sentence-----	NPDI
(e) Nonperformance of duty because imprisoned both while in arrest resulting in court-martial sentence and while serving such sentence-----	NPDI

(4) Nonperformance of duty because imprisoned includes time under court-martial sentence in a naval prison (or at a receiving ship or station designated as a naval prison) and time under arrest awaiting trial which results in conviction and sentence to confinement in a naval prison (or at a receiving ship or station designated as a naval prison). It does not include time in arrest awaiting trial by court martial in case of acquittal.

(5) Nonperformance of duty because imprisoned does not include time spent in confinement after trial under sentence of court martial or deck courts, where the punishment inflicted does not involve confinement at a naval prison (or at a receiving ship or station designated as a naval prison), but involves confinement only to the limits of the ship or station to which attached or confinement in the brig of such ship or station.

(6) In computing service for transfer to the Fleet Reserve, complete enlistments during minority count as 4 years, and any enlistment terminated within 3 months prior to expiration of the term of such enlistment counts as the full term for which enlisted. Only actual time served shall be counted for pay purposes.

H-9408. TRANSFER TO THE FLEET RESERVE, CLASS F-5.—Men who enlist in the Regular Navy after July 1, 1925, except those specified in article H-9405, may, upon their own applications, be transferred to the Fleet Reserve only upon completion of at least 20 years' naval service and provided they then are found physically and otherwise qualified to perform duty in time of war. After such transfer, except when on active duty, they shall be paid at the rate of one-half of the base pay they are receiving at the time of transfer.

H-9409. TRAVEL ALLOWANCE FOR MEN TRANSFERRED TO THE FLEET RESERVE.—Enlisted men transferred from the Regular Navy to class F-4 and class F-5 are entitled to travel allowance or to transportation in kind as provided in article 2503-11, Navy Travel Instructions.

Section 5. RECORDS AND REPORTS

H-9501. SERVICE RECORDS.

(1) Records of officers of the Fleet Reserve will be maintained by the Commandant of the naval district in which the officer resides.

(2) Commandants will maintain service records, B.N.P. 952 for all men of the Fleet Reserve and retired list attached to their districts. Records will be prepared and maintained, so far as is practicable, in accordance with the requirements of article H-1807.

H-9502. RECORD OF QUADRENNIAL PHYSICAL EXAMINATIONS AND PROFESSIONAL QUALIFICATIONS.—Commandants will maintain records showing the physical and professional qualifications of men in classes F-2, F-4, and F-5 attached to their districts, in accordance with article H-9301. Professional qualifications should be considered after each physical examination and a short statement entered in the man's service record indicating the type of duty for which he is best fitted.

Section 6. DUTIES OF FLEET RESERVISTS

H-9601. DUTIES, CLASSES F AND F-2.—In time of peace officers and men of these classes shall not perform active duty except with their own consent, in accordance with article H-9402.

H-9602. DUTIES, CLASSES F-4, F-5.

(1) In time of peace all enlisted men transferred in the Fleet Reserve after 16 years' or more service in the Regular Navy, in accordance with articles H-9405 and H-9408, may be required to perform not more than 2 months' active duty in each 4-year period. If practicable, one period of 15 days' active duty should be performed each year.

(2) In accordance with article H-1901, no member of the Fleet Reserve shall be barred from accepting civilian employment under the Federal Government, with pay in addition to his retainer or retired pay, nor from practicing his civil profession or occupation before or in connection with any department of the Federal Government.

(3) In accordance with article H-1902 all officers and employees of the United States or of the District of Columbia who are members of the Fleet Reserve are entitled to leave of absence from their respective duties without loss of pay, time, or efficiency rating on all days during which they may be employed with or without

pay under orders or authorization of competent authority on training duty for periods not to exceed fifteen days in any one calendar year.

H-9603. RELEASE OF MEN OF CLASSES F-2, F-4, AND F-5 TO INACTIVE DUTY.—In order that Commandants of districts may make suitable arrangements for the use of men of classes F-2, F-4, and F-5 at mobilization, it is essential that the following measures be taken by commanding officers who release such men to inactive duty immediately following their assignment or transfer to the Reserve:

- (a) The reservist will be instructed in writing by his commanding officer of his obligation to respond to orders to active duty in time of war or national emergency, and of the necessity of keeping himself in readiness and physically fit for service therefor; that he must at all times keep the Commandant of the naval district in which he resides informed of his home address; that he must answer promptly all letters addressed to him by proper authority; and that he must inform the Commandant of any change in his health which might prevent service at sea in time of war.
- (b) The commanding officer will also instruct in writing all enlisted men transferred to the Fleet Reserve after 16 years' or more service in the Regular Navy that, in time of peace, they may be required to perform not more than 2 months' active duty in each 4-year period and shall be examined physically at least once during each 4-year period.
- (c) The commanding officer will inform the reservist as to the recruiting and other naval stations nearest his home and encourage him to maintain touch with these stations.
- (d) The Regular Navy record, B. N. P. 601, will be closed out and forwarded to the Bureau.
- (e) The Naval Reserve record, B. N. P. 952, will be made out and forwarded to the Commandant of the district in which the reservist intends to reside. The commanding officer will fill out and attach to the Naval Reserve record the form showing the character of his service and the duty for which he is best fitted.
- (f) Health records will be handled in accordance with the provisions of the Manual for the Medical Department.
- (g) If accounts are complete, the continuous-service certificate should be closed out and returned to the man. If accounts are incomplete upon transfer and it is necessary for the Commandant to make adjustments, the continuous-service certificate will be forwarded to the Commandant of the naval district with his Naval Reserve record; when all adjustments have been made the continuous-service certificate will be returned to the man.

H-9604. PHYSICAL EXAMINATIONS.

(1) All enlisted men in the Fleet Reserve who have been transferred from the Regular Navy after 16 or more years of service therein, shall be examined physically at least once during each 4-year period. As a result of this examination men will be classified physically as follows:

Class A. Those fit for the duties of their ratings at sea, with due allowance for age and length of service.

Class B. Those fit for shore duty only.

Class C. Those unfit for any duty.

An appropriate entry shall be made in all service records and those men placed in Class C shall be transferred to the retired list of the Regular Navy.

(2) Commandants of naval districts will direct the necessary examinations and forward the medical examiners' reports, M. & S. Form Y, to the Bureau of Medicine and Surgery in duplicate. The Bureau of Medicine and Surgery will forward a copy of the report bearing the Commandant's recommendation to the Bureau of Naval Personnel. Boards of Medical Survey are not required in order to effect retirement.

(3) Members of the Fleet Reserve will not, unless urgently required by particular circumstances, be ordered to active duty until examined by a medical officer of the Navy or Naval Reserve and approval of the report of examination by the Bureau of Medicine and Surgery.

Section 7. DISCIPLINE

H-9701. MEMBERS OF FLEET RESERVE SUBJECT TO NAVAL DISCIPLINE.—Enlisted men of the Fleet Reserve, including enlisted men who may have heretofore been transferred to the retired list of the Naval Reserve Force or the Naval Reserve or the honorary retired list with pay or may hereafter be so transferred, shall at all times be subject to the laws, regulations, and orders for the government of the Navy, and shall not be discharged therefrom prior to the expiration of their term of service, without their consent, except by sentence of a court martial, or, in the discretion of the Secretary of the Navy, when sentenced by civil authorities to confinement in a State or Federal penitentiary as a result of a conviction for a felony.

H-9702. DISCHARGE FOR DISCIPLINARY REASONS.

(1) Discharges for disciplinary reasons of officers of the Fleet Reserve who are not on active duty must be for full and sufficient cause in the discretion of such administrative authority as the Secretary of the Navy may designate.

(2) The discharge of officers for cause shall be accomplished in accordance with article H-6202.

Section 8. SEPARATION FROM FLEET RESERVE

H-9801. DISCHARGE.

(1) An officer of the Fleet Reserve may be discharged under the following conditions:

- (a) For cause as provided for in articles H-6202 and H-9702.
- (b) For routine administrative reasons as provided in article H-6203.
- (c) Upon his own request.
- (d) Upon reaching the ages in grade specified in article H-6304 for officers of the Volunteer Reserve (Special Service).

(2) Enlisted men of the Fleet Reserve shall be discharged only upon the expiration of their terms of service or at their own request, except as provided in articles H-9701 and H-9702.

H-9802. RETIREMENT OF ENLISTED MEN TRANSFERRED TO NAVAL RESERVE FORCE PRIOR TO JULY 1, 1925.—Men of class F-3 who are not retired in accordance with article H-9604 shall, upon completion of 30 years' service, be transferred to the retired list of the Regular Navy with the pay they are then receiving, plus the allowances to which enlisted men of the Regular Navy are entitled on retirement after 30 years' service.

H-9803. RETIREMENT OF ENLISTED MEN TRANSFERRED TO NAVAL RESERVE AFTER JULY 1, 1925.

(1) Enlisted men of class F-4 who were transferred to the Fleet Reserve in accordance with article H-9405, and who are not retired in accordance with article H-9604, shall upon completion of 30 years' service be transferred to the

retired list of the Regular Navy with the pay they are then receiving and the allowances to which enlisted men of the Regular Navy are entitled on retirement after 30 years' service.

(2) Enlisted men of class F-4 transferred to the retired list of the Regular Navy in accordance with article H-9604 shall continue to receive the same pay. Upon completion of 30 years' service they shall receive in addition the allowances to which enlisted men of the Regular Navy are entitled on retirement after 30 years' service.

(3) Enlisted men of class F-5 transferred to the Fleet Reserve in accordance with article H-9408 shall, upon completion of 30 years' service, including naval service and time in the Fleet Reserve, be transferred to the retired list of the Regular Navy with the pay they are then legally entitled to receive, plus all permanent additions thereto, and the allowances to which enlisted men of the Regular Navy are entitled on retirement after 30 years' naval service.

(4) Enlisted men of class F-5 transferred to the retired list in accordance with article H-9604 shall continue to receive the same pay. Upon the completion of 30 years' service they shall receive all permanent additions to their base pay, and the allowances to which enlisted men of the Regular Navy are entitled on retirement after 30 years' service.

(5) In the computation of service requisite for transfer of enlisted men of the Fleet Reserve to the retired list of the Regular Navy and for payment of allowances to which enlisted men on the retired list of the Regular Navy are entitled, service in the Army, Navy, Marine Corps, Coast Guard, Naval Reserve Force, Fleet Naval Reserve, Fleet Reserve, Marine Corps Reserve Force, and the Marine Corps Reserve and on the retired list of the Regular Navy shall be included, and such service as may, prior to August 24, 1912, have been authorized by law to be counted as double time shall be credited as double time in this computation.

H-9804. RETIREMENT DUE TO MEDICAL SURVEY.—Men eligible for transfer to class F-4 shall be examined on transfer to the Fleet Reserve and classified or retired in accordance with article H-9604. Transferred Fleet Reservists found not physically qualified for any duty shall be retired.

CHAPTER 10

NAVAL RESERVE AVIATORS

Section 1. PURPOSE

H-10101. PURPOSE.—To procure and train officer and enlisted pilots of the Naval Reserve to augment the personnel of the regular naval establishment in peacetime and upon mobilization, to meet requirements.

Section 2. COMPOSITION

H-10201. AVIATION CADETS, V-5 AND OFFICERS, A-V(n).

(1) The grade of aviation cadet is a special enlisted grade in Class V-5 of the Naval Reserve, established to provide a suitable classification for officer candidates undergoing flight training leading to naval aviator designations and commissions as ensigns, A-V(N), U. S. Naval Reserve, or second lieutenants in the Marine Corps Reserve.

(2) Upon successful completion of flight training, aviation cadets may be designated naval aviators and commissioned as ensigns in the Naval Reserve, or as second lieutenants, U. S. Marine Corps Reserve. While on continuous active duty in the Naval Reserve next following successful completion of flight training and acceptance of commissions as ensigns, such officers will be carried in Class A-V(N). Upon release from active duty at any time they will be assigned to Class A-O or Class A-V(G), if qualified. No retransfers to Class A-V(N) will be made.

(3) A-V(N) status may be attained only by aviation cadets who fulfill the requirements of law for commissions and designations as naval aviators following successful completion of flight training as aviation cadets. Upon being commissioned aviation cadet enlistment shall be terminated by appropriate entry in the service record without necessity for discharge. If an aviation cadet fails to qualify for appointment in Class A-V(N) and is commissioned in a class of the Naval Reserve other than A-V(N), he shall not be deemed to have been commissioned pursuant to the Naval Aviation Cadet Act of 1942.

H-10202. AVIATION PILOTS—CLASS V-8.

(1) Class V-8 shall be composed of enlisted men in the Naval Reserve undergoing the regularly prescribed course leading to designation as aviation pilot, or who are serving on continuous active duty next following successful completion of such course and designation as aviation pilot. Aviation pilots of Class V-8 may, upon recommendation by their commanding officer to the Bureau of Naval Personnel, be considered for appointments as ensigns in Class A-V(T).

H-10203. OTHER PILOTS.

(1) The provisions of Articles H-10201 and H-10202, above, do not apply to officers or enlisted men of the Naval Reserve who qualify for designations as naval aviators or as aviation pilots, respectively, as the result of brief refresher courses. Officers in this category will be assigned to Class A-V(T). Enlisted aviation pilots in this category will be assigned to Class V-6.

Section 3. AVIATION CADETS, V-5**H-10301. AVIATION CADET PROCUREMENT.****(1) Civilian candidates.**

The procurement from civilian sources of qualified applicants for enlistment as aviation cadets is the direct responsibility of Naval Aviation Cadet Selection Boards. Aviation cadets may not be enlisted by any other recruiting activity.

(2) Candidates from personnel already in the Naval Service.

Officers and enlisted men of the Navy, Naval Reserve, Marine Corps, or the Marine Corps Reserve may be selected for flight training as aviation cadets in such numbers and under such instructions as may be prescribed from time to time by the Chief of Naval Personnel.

H-10302. AVIATION CADETS, V-5—REQUIREMENTS.

(1) An applicant for flight training as aviation cadet must meet the following requirements:

- (a) Be a male citizen of the United States.
- (b) Be between his 18th and 27th birthdays.
- (c) Agree to remain on active duty for four years, including period undergoing training as aviation cadet, unless released sooner by the Navy Department.
- (d) Be unmarried, and must agree to remain unmarried until appointed a commissioned officer, unless released sooner by the Navy Department.
- (e) Be educationally, morally, physically, and psychologically qualified for training as an aviation cadet and commission in the Naval Reserve or Marine Corps Reserve.
- (f) Have a minimum education of graduation from an accredited high school or secondary school.

(2) Applicants who have previously failed in the Army flight training course are not eligible.

(3) In addition to the requirements prescribed in the foregoing paragraph, civilian applicants must pass such mental tests as may be prescribed by the Chief of Naval Personnel.

(4) Violations of agreements entered into at time of enlistment or selection, or falsifying material facts in applications for enlistment will be grounds for discharge.

H-10303. NAVAL AVIATION CADET SELECTION BOARDS.

(1) Naval Aviation Cadet Selection Boards will come directly under the Bureau of Naval Personnel, and each board will be headed by an aviation line officer of the Navy or Naval Reserve who will be designated as Officer-in-Charge. The boards will be composed of aviation line officers, assisted by medical officers (qualified as flight examiners), and other personnel, in such numbers as may be prescribed by the Bureau of Naval Personnel. Insofar as practicable the Bureau will assign naval aviators or ex-naval aviators to Naval Aviation Cadet Selection Boards.

(2) The Officer-in-Charge shall exercise the functions of a commanding officer with respect to the officers and enlisted men attached to his board and aviation cadets whose records are carried by his board.

(3) Upon receipt of appropriate recommendations from the Officer-in-Charge, the Bureau will issue repeated travel orders to officer personnel attached to the boards. Necessary travel orders to enlisted men in connection with procurement will be issued by the Officer-in-Charge.

(4) The Naval Aviation Cadet Selection Boards will be charged with:

- (a) Procurement of aviation cadets and administration of aviation cadets on active duty or inactive duty whose records are carried by the boards.
 - (b) Supervision of aviation cadets under their cognizance who are undergoing Civilian Pilot Training or other training prescribed by the Bureau of Naval Personnel.
 - (c) Procurement of A-V (T) officers.
 - (d) Procurement of A-V (P) officers who are candidates for naval aviator designations and further transfer to A-V (T).
 - (e) Supervision of A-V (P) officers under their cognizance who are undergoing Civilian Pilot Training or other training prescribed by the Bureau of Naval Personnel.
 - (f) Liaison with Civil Aeronautics Administration and other agencies conducting flight or other training prescribed by the Bureau of Naval Personnel.
- (5) The Naval Recruiting Service will cooperate in the procurement of civilian candidates for flight training.

H-10304. AVIATION CADETS—APPLICANTS AND ENLISTMENTS.

(1) Applicants qualified in all respects may be enlisted by Naval Aviation Cadet Selection Boards without prior reference to the Bureau. Doubtful cases shall be referred to the Bureau for approval before enlistment is accomplished.

(2) Applications from civilians shall be submitted on Form B. N. P. 973, together with required documentary data, and shall be forwarded to the Bureau immediately after the enlistment of an applicant in Class V-5, U. S. Naval Reserve, except as noted in the foregoing paragraph. The applications of rejected applicants will not be submitted to the Bureau.

(3) Application forms must be properly completed and accompanied by all required data in acceptable form, as prescribed by current instructions.

H-10305. AVIATION CADET TRAINING—APPLICATIONS FROM PERSONNEL IN THE NAVAL SERVICE.

(1) Applications of personnel on inactive duty will be processed in the same manner as applications from civilians, that is, by Naval Aviation Cadet Selection Boards.

(2) Applications of personnel on active duty will be processed in accordance with instructions issued by the Bureau from time to time.

H-10306. AVIATION CADETS—GENERAL.

(1) Aviation cadets on active duty are subject to all laws, regulations, and orders for the government of the Navy and are subject to the same disciplinary measures as members of the Regular Navy.

(2) Disposition of aviation cadets who fail in flight training shall be in accordance with instructions issued from time to time by the Bureau of Naval Personnel.

(3) Aviation cadets are student naval aviators. Designations or orders to duty involving flying are not required. Their pay includes extra pay for flying.

(4) Aviation cadets are student officers. Insofar as practicable they will be segregated from other enlisted men for housing, messing, and hospitalization, and other general purposes.

(5) Aviation cadets are entitled to issue in kind of uniforms, clothing, and equipment as may be prescribed for members of the Naval Reserve undergoing flight training leading to a commission.

(6) Commanding Officers of U. S. Navy Preflight Schools and primary and intermediate flight training activities are authorized to issue Special Order Discharges (B. N. P. 661) to aviation cadets, V-5, for failure to make satisfactory

progress in training, without reference to the Bureau under the following conditions:

- (a) *Character Good*: Recommended for reenlistment. (May reenlist in Regular Navy or in any class of the Naval Reserve. Not denied further officer training.)
- (b) *Character Good*: Not recommended for commission; recommended for reenlistment in the Navy or in a class of the Naval Reserve not specially designated for officer training. (Not considered officer material, but otherwise desirable.)
- (c) *Character Indifferent*: Not recommended for commission; acceptable for reenlistment in the Navy or in a class of the Naval Reserve not specially designated for officer training. (Not considered officer material; offenses not serious enough to warrant undesirable or inaptitude discharge or trial by court martial.)
- (d) *Medical Discharge*: Upon approval by the Bureau of Naval Personnel of recommendation of Board of Medical Survey. Reason for discharge shall be stated on Certificate of Discharge (B. N. P. 661).
- (e) *Other Discharges*: When warranted, and only upon approval by the Bureau of Naval Personnel. Commanding officers should make appropriate recommendations to the Bureau of Naval Personnel.

H-10307. PAY AND ALLOWANCES—AVIATION CADETS.

(1) The pay of aviation cadets while on active duty is at the rate of \$75 per month. When not subsisted at government expense, aviation cadets are entitled to a money allowance for subsistence of \$1 per day except when in a travel status when they shall receive the same allowance for subsistence as other enlisted men. Aviation cadets shall not be entitled to receive additional pay for longevity.

(2) When traveling under orders, aviation cadets shall receive transportation and other necessary expenses incident to such travel, or cash in lieu thereof, as prescribed for enlisted men of the Navy. Unless prescribed by the Bureau of Naval Personnel, orders to aviation cadets will not be so worded as to authorize travel by privately owned automobiles.

(3) The Act of June 23, 1942, which provides for family allowances, applies to aviation cadets in the same manner as to enlisted men of the 4th pay grade.

H-10308. INSURANCE, AVIATION CADETS AND A-V(N) OFFICERS.

(1) Upon reporting for active duty, aviation cadets will be issued National Service Life Insurance in the amount of \$10,000, the premiums on which shall be paid during the period of their active duty as aviation cadets from the current Naval Reserve appropriation.

(2) Veterans Administration Insurance Form 350 (Application for National Service Life Insurance) will be executed in duplicate on the date the aviation cadet reports as such for active duty for training, and both the original and duplicate will be transmitted to the Bureau of Supplies and Accounts (Retainer Pay Division). The form of insurance to be applied for by aviation cadets shall be the 5-year level premium term policy, and, as required by law, the amount shall be \$10,000. The effective date of the policy will be the date of entry upon active duty as an aviation cadet.

(3) Upon termination of aviation cadet status the cognizant commanding officer will notify the Bureau of Supplies and Accounts (Retainer Pay Division) by letter, stating the date of such termination and requesting that no further premiums be paid by the Government. Such aviation cadets not commissioned as ensigns, A-V(N) or second lieutenants, (NAVC), will be informed that they

have the option of continuing to pay the premiums from their personal funds or of converting to some higher form of insurance, after the insurance has been in effect for one year, or of permitting the insurance to lapse.

(4) When the aviation cadet so insured has been commissioned an ensign in Class A-V(N), the insurance shall be continued in force as required by law. The allotment method with corresponding deduction from pay in the handling of payment of premiums upon National Service Life Insurance shall be employed for all Class A-V(N) officers. Immediately following commissioning as ensigns, Class A-V(N), this compulsory allotment shall be registered commencing first payment the month in which the officer executed the oath and acceptance of office, to extend for an indefinite period. If the officer desires to carry a higher form of insurance, he may do so upon making proper application therefor in the manner prescribed by the Veterans' Administration, at any time after being commissioned in Class A-V(N) and prior to the date of expiration of the policy. The 5-year level term policy automatically expires five years after its effective date of issuance, which period commenced upon the date of entry upon active duty undergoing training as an aviation cadet, prior to the commencement of service as a commissioned officer. Prior to expiration of such 5-year periods, officers Class A-V(N) shall be required to make application for conversion to some other form of insurance in the amount of \$10,000, in the manner prescribed by the Veterans' Administration.

(5) Upon first reporting for active duty aviation cadets who may be holding National Service Life Insurance and/or United States Government Life Insurance policies, shall be required to surrender such policies when applying for the new policy. Such individuals will receive whatever cash surrender value may have accumulated upon their old policies.

(6) Aviation cadets and officers of Class A-V(N) will not be permitted to borrow against their insurance policies. Officers of Class A-V(N) are not permitted to stop their allotments to the Veterans' Administration for the payment of the premiums on their policies, although they may register new allotments upon renewal or conversion.

Section 4. OFFICERS, CLASS A-V(N)

H-10401. APPOINTMENTS AND DESIGNATIONS.

(1) Aviation cadets who fulfill the requirements of law for designation or appointment as naval aviators may be commissioned ensigns, A-V(N), U. S. Naval Reserve, or second lieutenants, (NAVC), Marine Corps Reserve. Only those aviation cadets so commissioned and so designated or appointed shall be deemed to have been commissioned pursuant to the Naval Aviation Cadet Act of 1942.

(2) Aviation cadets completing training at approximately the same time shall be deemed to have commenced their commissioned service from the same date. The decision of the Secretary of the Navy in this regard shall be conclusive for all purposes.

(3) Ensigns or second lieutenants commissioned pursuant to the Naval Aviation Cadet Act of 1942 or to the Naval Aviation Reserve Act of 1939 may, after three years of active duty, as such, and if found qualified after such examinations as the Secretary of the Navy may prescribe, be commissioned lieutenants (junior grade) in the Naval Reserve or first lieutenants in the Marine Corps Reserve, respectively.

(4) The designation A-V(N) is intended to identify officers commissioned and serving on continuous active duty pursuant to the Naval Aviation Cadet Act of 1942 and the Naval Aviation Reserve Act of 1939. Officers may not be trans-

ferred from Class A-V(N) to any other class of the Naval Reserve except upon release from active duty. Officers released from active duty may not be continued in class A-V(N).

H-10402. ACTIVE DUTY.

(1) Officers of Class A-V(N) will be ordered to active duty in the Aeronautic Organization of the Navy by the Bureau of Naval Personnel, and may be required to serve on active duty for the remainder of the four-year or such lesser periods as they have agreed to serve, the period in any case to be computed from the date of commencement of active duty as an aviation cadet.

(2) In time of peace officers commissioned in accordance with paragraph H-10401(1) may be employed on active duty only during the 7-year period next following the date of such commissioning, except that such officers may be ordered to active duty thereafter for the purpose of instructing and training members of the Naval Reserve or Marine Corps Reserve.

(3) Retention on active duty of A-V(N) officers is subject at all times to the exigencies of the Service, satisfactory performance of duty, and availability of funds for this purpose.

H-10403. RESIGNATIONS.

(1) The resignations of officers of Class A-V(N) prior to the expiration of the period during which they have agreed to serve on active duty, will not be accepted.

H-10404. PAY AND ALLOWANCES.

(1) The pay and allowances of officers of Class A-V(N) are those provided for Naval Reserve officers on active duty. For purposes of computing longevity increases, service as aviation cadets in an appointive status is counted as commissioned service, but service as aviation cadet in an enlisted status will not be counted.

(2) When first commissioned next following completion of training as aviation cadet, officers of Class A-V(N) shall be paid a uniform allowance of \$150. Any officer who has heretofore received the cash uniform gratuity of \$150 provided in Section 302 of the Naval Reserve Act of 1938 shall not be entitled to this uniform allowance.

(3) When officers commissioned in accordance with the provisions of paragraph H-10401(1) above, are released from active duty that has been continuous for one or more years, they, or in the event of their death after continuous active duty for one or more years, their beneficiaries as designated on Form BNP 903 shall be paid a lump sum of \$500 for each complete year of continuous commissioned active service. In the event of their death not the result of their own misconduct, or if released from active duty otherwise than upon their own request or as a result of disciplinary action, this lump-sum payment shall be pro-rated for the fractional part of each year of such service. The lump-sum payment authorized herein shall accrue for not more than seven years and shall be in addition to any pay, allowances, compensation, or benefit which they may otherwise be entitled to receive. (During War or National Emergency the President may suspend lump-sum payments in the case of officers who were formerly enlisted in the grade of aviation cadet or transferred to that enlisted grade on and after September 3, 1942.)

H-10405. ORDERS FOR RELEASE FROM ACTIVE DUTY—OFFICERS, CLASS A-V(N).

(1) The Secretary of the Navy may release an officer of Class A-V(N) from active duty at any time. Officers of Class A-V(N) who do not request or are not selected for continuation on active duty beyond the four-year period, will be issued orders for detachment and release, effective as soon as practicable after the expiration of the four-year period, or the period for which they agreed to

serve. The existing orders of those officers who are selected to continue on active duty will remain in effect until such time as they receive orders for change of station or release from active duty.

(2) Immediately upon detachment of an officer of Class A-V(N), with orders to proceed to his home for release from active duty, his commanding officer shall advise the Bureau of Naval Personnel and the Commandant of the Naval District in which such officer resides, of the date of detachment and release from active duty, allowing time for travel to his home by the shortest usually traveled route, plus such leave, if any, as may be granted by the Bureau of Naval Personnel. The officer so detached shall be instructed that after arrival at his home, and upon termination of leave, he must submit promptly to the Bureau of Naval Personnel Form B. N. P. 323 showing date of detachment, date of arrival at home, and date of termination of leave and release from active duty.

(3) Provided the availability of funds and other conditions permit, the Bureau of Naval Personnel will grant accrued leave, not to exceed forty-five days, to officers of Class A-V(N) upon release from active duty after four or more years of continuous active duty.

H-10406. RECORDS.

(1) When officers of Class A-V(N) are released from active duty their health and other records will be forwarded by the command having cognizance, to the Commandant of the Naval District in which they reside.

(2) Fitness reports on officers of Class A-V(N) shall be submitted semi-annually in accordance with the provisions of Article 137, U. S. Navy Regulations.

(3) When an officer of Class A-V(N) is detached with orders to proceed to his home for release from active duty, his commanding officer shall notify by letter the Commandant of the Naval District in which the official residence of the individual is located, with copy to the Bureau of Naval Personnel. This letter shall state the date of detachment, number of days of leave granted, date of release from active duty, and official residence; and is for the purpose of providing the Commandant with information on the basis of which the individual may be taken up on the district rolls as a reserve officer on inactive duty.

Section 5. AVIATION PILOTS

H-10501. AVIATION PILOTS—CLASS V-8.

(1) Class V-8 shall be composed of student aviation pilots of the Naval Reserve undergoing regular prescribed courses leading to designation as aviation pilot, and aviation pilots so serving continuously on active duty next following completion of the regularly prescribed flight-training course in Class V-8. Aviation pilots so designated after brief refresher courses shall not be carried in Class V-8.

H-10502. GENERAL REQUIREMENTS—CLASS V-8.

(1) All applicants for enlisted pilot training and assignment to Class V-8, Naval Reserve, must meet the following requirements:

- (a) Must be between 18th and 27th birthdays. Maximum age not over 27 years on July 1 of the fiscal year during which application is submitted.
- (b) Must have at least one year's service on active duty.
- (c) Must be recommended by commanding officer.
- (d) Must sign an agreement to serve for a continuous period of two years on active duty following successful completion of flight training, unless sooner released. Agreement to extend enlistment must be executed if obligated service under current enlistment is less than three years.

(e) Must be physically and psychologically qualified for flight training.

(2) Enlisted men of the Naval Reserve who qualify and are selected for aviation pilot training will be transferred to Class V-8 of the Naval Reserve upon reporting for such training. Those who fail in flight training will be retransferred to the rating and class previously held, if otherwise qualified.

(3) Applications for aviation pilot training will not be submitted directly to the Bureau of Naval Personnel but to such Commandants and Force Commanders as may be designated.

H-10503. AVIATION PILOT RATINGS—CLASS V-8.

(1) Upon successful completion of flight training and designation as aviation pilot, student aviation pilots who hold ratings up to and including the third pay grade, will be rated as aviation pilot, second class, U. S. N. R. Those in the first and second pay grades will be rated in the corresponding aviation pilot rating. No enlisted man shall suffer a reduction in rating under these provisions. Thereafter, they will be eligible for advancement in rating under the regulations prescribed for other enlisted men of the Naval Reserve.

(2) Aviation pilots of the Naval Reserve may, if qualified, be considered for commissions in the Naval Reserve, under such regulations as the Secretary of the Navy may prescribe. When so commissioned, they will be carried in Class A-V(T) of the Naval Reserve.

H-10504. INSURANCE—CLASS V-8.

(1) Upon reporting for active duty undergoing training, enlisted men of Class V-8 will be issued National Service Life Insurance in the amount of \$10,000, the premiums on which shall be paid during the period of their active duty from the current Naval Reserve appropriation. If discharged, released from active duty, or if transferred from Class V-8 for any reason, such enlisted men will have the option of continuing these policies at their own expense. Enlisted men of Class V-8 will be required to surrender such Government Life Insurance or National Service Life Insurance as they may be holding when issued the \$10,000 policy provided herein.

(2) Veterans Administration Insurance Form 350 (Application for National Service Life Insurance) will be executed in duplicate on the date the enlisted man of Class V-8 reports for active duty for training, and both the original and duplicate will be transmitted to the Bureau of Supplies and Accounts. The form of insurance to be applied for shall be the 5-year level premium term policy, and, as required by law, the amount shall be \$10,000. The effective date of the policy will be the date of commencement of training duty in Class V-8.

(3) Upon discharge, release from active duty, or transfer from Class V-8, the cognizant commanding officer will notify the Bureau of Supplies and Accounts by letter requesting that no further premiums be paid. The individuals will be informed that they have the option of continuing to pay the premiums from their personal funds or of converting to some higher form of insurance after the insurance has been in effect for one year, or of permitting the insurance to lapse.

(4) Insurance policies issued to enlisted men of Class V-8 will continue in force, and the premiums will be paid by the Government, during the period of training, the two-year obligated period of active duty thereafter, and during an additional period the enlisted man may agree to serve, provided such service is continuous.

H-10505. GENERAL—CLASS V-8.

(1) Each enlisted man of Class V-8 must, before commencement of training, sign an agreement to serve for a continuous period of two years on active duty in the Naval Reserve following successful completion of flight training, unless

sooner released. In time of peace such aviation pilot may, with his own consent, in the discretion of the Secretary of the Navy, serve on active duty for an additional period of not more than two years.

(2) Any student aviation pilot or aviation pilot in the Naval Reserve may be discharged or released from active duty at any time under such instructions as the Bureau of Naval Personnel may prescribe.

H-10506. AVIATION PILOTS—CLASS V-6.

(1) Qualified civilian pilots may be enlisted in pilot ratings in Class V-6 when authorized by the Bureau of Naval Personnel. Similarly, enlisted personnel of the Naval Reserve with required pilot and other qualifications may be ordered to refresher flight training. Upon successful completion of such training, they will be transferred to appropriate pilot ratings in Class V-6 of the Naval Reserve.

(2) General requirements for aviation pilots, Class V-6.

(a) Pilot qualifications: Must hold an effective commercial certificate.

In lieu thereof must hold a private pilot's certificate and must have at least three hundred hours flying time in aircraft of one hundred horsepower or higher classification.

(b) Must be between eighteen and thirty-nine years of age (inclusive).

(c) Must be physically and psychologically qualified for flight training.

(3) Selected individuals will be ordered to refresher flight training leading to designation as aviation pilots. The duration of this training will depend largely upon the previous pilot experience of the individual. Sufficient ground school and flight training will be given to qualify the individual as an aviation pilot.

(4) *Documentary data.*—Each application for enlistment for or transfer to refresher flight training must be accompanied by a certified statement of flight time showing:

(a) Total pilot time with types of aircraft;

(b) Total pilot time during preceding twelve months with types of aircraft;

(c) Type of certificate of competency held, including number and date of expiration.

A résumé of aviation experience must also be attached to the application. Where the applicant's pilot qualifications are extensive (has a total flying time of one thousand hours or more) the Bureau of Naval Personnel will give consideration to recommendations for waivers of a minor nature.

(5) Applications from civilian pilots for enlistment in pilot ratings in Class V-6 will be processed by Naval Aviation Cadet Selection Boards, in the same manner as prescribed for applicants for appointment in Class A-V(T). If authorized, enlistments will be made only by the Naval Recruiting Service, and then only upon receipt of specific authority from the Bureau of Naval Personnel.

(6) Student aviation pilots and aviation pilots in Class V-6 are not eligible for transfer to Class V-8. The service requirements, insurance benefits, etc., provided for enlisted pilots in Class V-8 do not apply to enlisted pilots of Class V-6.

CHAPTER 11

NAVAL RESERVE NURSE CORPS

Section 1. PURPOSE

H-11101. PURPOSE.—The purpose of the Naval Reserve Nurse Corps is to provide additional qualified nurses to be readily available for service in time of war or national emergency.

Section 2. COMPOSITION

H-11201. COMPOSITION OF NAVAL RESERVE NURSE CORPS.—The Naval Reserve Nurse Corps shall be composed of graduate registered unmarried female nurses, who are citizens of the United States or of the insular possessions thereof, and who by accepting appointment in the Naval Reserve obligate themselves to serve in the Navy in time of war or when in the opinion of the President a national emergency exists, and, if required to do so, throughout the war or until the national emergency ceases to exist.

Section 3. ORGANIZATION AND ADMINISTRATION

H-11301. ORGANIZATION OF NAVAL RESERVE NURSE CORPS.—Nurses shall be appointed in the Naval Reserve Nurse Corps for service in time of war or national emergency, in accordance with article 1646, United States Navy Regulations.

H-11302. ADMINISTRATION OF NAVAL RESERVE NURSE CORPS.—Naval Reserve nurses are under the immediate cognizance of and administered directly by the Bureau of Medicine and Surgery, subject to the approval of the Bureau of Naval Personnel insofar as pertains to any expenditures or obligations in connection with their recruiting, administration, training, or mobilization.

H-11303. ADDRESSES OF NURSES AND CHANGES IN MARITAL STATUS.—A Naval Reserve nurse, when first appointed, is required to inform the Bureau of Medicine and Surgery of her official residence, article H-1802, and that of her next of kin, and to keep the Bureau of Medicine and Surgery promptly informed of any change of official residence or next of kin, and of any change in her marital status.

H-11304. SUBJECT TO RULES AND REGULATIONS.—Naval Reserve nurses having reported for active duty, are subject to the same rules and regulations as prescribed for nurses of the Regular Navy.

H-11305. ANNUALLY TO REPORT TO BUREAU OF MEDICINE AND SURGERY.—The Bureau of Medicine and Surgery will forward to each Naval Reserve nurse in January of each year M. & S. Form OG4 "Questionnaire for Naval Reserve Nurses." Upon receipt of this form each nurse shall promptly supply the information called for and return the form to the Bureau of Medicine and Surgery in accordance with the printed instructions contained thereon.

Section 4. PROCUREMENT

H-11401. DISTRICT QUOTAS.

(1) The Commandants of the several naval districts are charged with the procurement of nurses for appointment in the Naval Reserve, in such numbers as may be prescribed by the Bureau of Naval Personnel from time to time, to meet mobilization needs.

(2) Each application for appointment shall be accompanied by the report of physical examination in duplicate, on N. M. S. Form Y and all other papers pertaining to the professional and other requirements, together with the Commandant's endorsement relating thereto, shall be forwarded direct to the Bureau of Medicine and Surgery for approval and final recommendation.

H-11402. TERM OF APPOINTMENT.—Naval Reserve nurses shall be appointed by the Surgeon General of the Navy subject to the approval of the Secretary of the Navy. Such nurses shall serve during the pleasure of the Secretary of the Navy, unless sooner discharged as provided in article H-11601.

H-11403. QUALIFICATIONS FOR APPOINTMENT.

(1) For appointment as a Naval Reserve nurse, the applicant must be a female citizen of the United States or of the insular possessions of the United States, of good character, and between 22 and 40 years of age. She must be unmarried, widowed, or legally separated if married and not widowed. She must be a graduate of an accredited high school and an accredited school of nursing having a daily average of not less than 50 patients, and shall be a registered nurse. In this connection, the following papers and certificates will be required:

- (a) Satisfactory evidence of citizenship.
- (b) Certificate of graduation from an accredited high school.
- (c) Certificate of graduation from an accredited school of nursing.
- (d) Certificate of registration as a graduate nurse.
- (e) Letters of recommendation from three or more reputable persons testifying from personal knowledge as to the good habits and moral character of the applicant.
- (f) If the applicant has special educational or professional training, such as anesthetist, dietitian, etc., certificates to this effect signed by the proper authorities.
- (g) Recent photographs of candidate, profile and full face, in uniform.
- (h) Fingerprint records, B. N. P. 680.

(2) The physical requirements for appointment of Naval Reserve nurses shall be the same as prescribed in the Manual of the Medical Department for nurses of the Regular Navy. But the opening of the health record will be deferred until such time as the nurse is ordered to report for active duty.

H-11404. PHYSICAL EXAMINATIONS.

(1) Upon reporting for active duty, Naval Reserve nurses are examined to determine their physical qualifications for performance of such duty. The report of such examination is submitted to the Bureau of Medicine and Surgery on N. M. S. Form Y in duplicate. A health record is prepared at this time for each nurse who may be found physically qualified for the performance of active duty, and is kept in the same manner as prescribed by the Manual of the Medical Department for nurses of the Regular Navy.

(2) Naval Reserve nurses are examined physically upon release to inactive duty as similarly provided for other members of the Naval Reserve. Entry of this examination is made in the health record, following which the health record is forwarded to the Bureau of Medicine and Surgery.

- (3) (a) Each Naval Reserve nurse shall be examined physically at least once every 4 years or oftener as may be deemed necessary: *Provided*.

That a Naval Reserve nurse who is found not physically qualified for active duty upon examination for any purpose, and upon approval of such examination by the Bureau of Medicine and Surgery, may be honorably discharged from the service, with a "Good Discharge."

- (b) For the purpose of the quadrennial physical examination, the Bureau of Medicine and Surgery notifies the nurse concerning such physical examination. Where practicable, the examination shall be conducted by a medical officer of the Regular Navy or of the Naval Reserve. However, since travel for the purpose of such examination may not be made at Government expense, and in order to avoid undue inconvenience to the nurse concerned, when the services of a medical officer of the Regular Navy or of the Naval Reserve are not reasonably obtainable, the examination may be conducted by a medical officer of the Regular Army or of the Army Reserve, a medical officer of the United States Public Health Service or of the Veterans' Administration, or, in special cases, by a reputable physician. The report of such examination shall be made on N. M. S. Form Y and forwarded to the Bureau of Medicine and Surgery in duplicate.

H-11405. ASSIGNMENT TO ACTIVE DUTY.

(1) In time of peace, Naval Reserve nurses may not be assigned to active duty or training duty except with their own consent.

(2) In time of war or national emergency, Naval Reserve nurses may be assigned active duty as provided for other members of the Volunteer Reserve.

Section 5. PAY AND ALLOWANCES

H-11501. ACTIVE DUTY PAY AND ALLOWANCES.—While serving on active duty with pay, Naval Reserve nurses are entitled to the same pay and allowances, including quarters and subsistence, to which nurses of the same length of service of the Regular Navy are entitled.

H-11502. TRAVEL UNDER ORDERS.—Naval Reserve nurses while traveling under orders, shall be entitled to the same privileges and travel allowance as are provided for nurses of the Regular Navy.

H-11503. UNIFORM ALLOWANCE.—Naval Reserve nurses assigned to active duty upon reporting for such duty, are provided with the same articles of uniform as are similarly prescribed for issue to nurses of the Regular Navy.

H-11504. MEDICAL TREATMENT AND BENEFITS FOR INJURY.—Naval Reserve nurses who have been physically injured in the line of duty while performing active military or naval service or die as the result of such injury, shall be entitled to the benefits provided in such case for other members of the Naval Reserve.

H-11505. MEDICAL TREATMENT AND HOSPITALIZATION FOR SICKNESS AND DISEASE.—Naval Reserve nurses shall be entitled to the same privilege of medical and hospital treatment for sickness and disease contracted in the line of duty while performing active duty or training duty as are prescribed for other members of the Naval Reserve.

Section 6. DISCHARGES

H-11601. DISCHARGE IN TIME OF PEACE.—In time of peace, Naval Reserve nurses may be discharged with the approval of the Secretary of the Navy for the following reasons:

- (a) At own request (for sufficient cause or reason).

- (b) For change of marital status (marriage).
- (c) For failure to keep the Bureau of Medicine and Surgery informed of their official residences.
- (d) Failure to reply to communications.
- (e) Failure to pass prescribed physical examination.
- (f) Upon reaching 50 years of age.
- (g) For other full and sufficient cause in the discretion of the Secretary of the Navy.

H-11602. DISCHARGE FOR INAPTITUDE.—Having reported for active duty, Naval Reserve nurses are observed as to character, professional ability, and general aptitude for the service. When in the opinion of the commanding officer, a Naval Reserve nurse does not meet these requirements of the service, he is required to report the facts to the Surgeon General of the Navy, who may recommend the discharge of the nurse by reason of inaptitude, or take such other action as he may deem necessary.

CHAPTER 12

WOMEN'S RESERVE

Section 1. PURPOSE

H-12101. PURPOSE.—The purpose of the Women's Reserve, which has been established by law as a branch of the Naval Reserve, is to expedite the war effort by releasing officers and men for duty at sea and their replacement by women in the shore establishment of the Navy within the continental United States.

Section 2. COMPOSITION, ORGANIZATION AND ADMINISTRATION

H-12201. COMPOSITION.

(1) The Women's Reserve shall be composed of women accepted for Volunteer Emergency Service and shall be referred to by the brief title "WAVES."

(2) Female citizens of the United States who accept appointment or who enlist in the Naval Reserve shall obligate themselves to serve in the shore establishment of the Navy within the continental United States for the duration of the present war and for six months thereafter unless sooner discharged.

(3) The Women's Reserve shall be composed of women trained and qualified for duty in the shore establishment of the Navy to release male officers and men of the Naval Service for duty at sea. They may be commissioned in ranks not above lieutenant commander, and enlisted in such appropriate ratings, corresponding to those of the Regular Navy, as may be prescribed by the Secretary of the Navy.

H-12202. ADMINISTRATION.—The Women's Reserve shall be administered by the Chief of Naval Personnel, who may order to duty in the Bureau of Naval Personnel an officer of the Women's Reserve as Director and such other officers as may be required as Assistants to the Director. Assistant Directors may be ordered as required in the shore establishment of the Navy within the continental United States in each Naval District and in the District of Columbia.

H-12203. SUBJECT TO LAWS, REGULATIONS, AND ORDERS GOVERNING THE NAVAL RESERVE.—Except as hereinafter provided, the Women's Reserve shall be subject to the laws, regulations, and orders for the government of the Volunteer Reserve insofar as applicable.

H-12204. MILITARY AUTHORITY OF OFFICERS.—Military authority of officers of the Women's Reserve may be exercised over women in the Women's Reserve only and is limited to the administration of the Women's Reserve.

H-12205. COMPENSATION FOR DISABILITY OR DEATH IN LINE OF DUTY.—If any member of the Women's Reserve suffers disability or death from disease or injury incurred in line of duty while employed on active duty, she or her beneficiaries shall be entitled to all the benefits prescribed by law for civil employees of the United States who are physically injured or who die as a result thereof. They or their beneficiaries are not entitled to receive the six months' death gratuity, retirement, or pensions provided for officers and men of the Naval Service.

H-12206. UNIFORMS AND EQUIPMENT.

(1) Uniform allowances shall be paid to officers of the Women's Reserve in the same manner and in the same amounts as authorized for officers of the Volunteer Reserve upon their first reporting for active duty in time of war or national emergency.

(2) The Secretary of the Navy will fix the money value of the articles of uniform and equipment which enlisted members of the Women's Reserve are required to have upon their first reporting for active duty and will authorize such articles of uniform and equipment, or parts thereof, to be issued in kind, or, in lieu thereof, payment in cash of the money value fixed in accordance with the foregoing, not to exceed \$200, will be made to enlisted members so ordered to active duty, for the purchase of such articles of uniform and equipment.

Section 3. PROCUREMENT**H-12301. RANKS, GRADES, RATINGS AND CLASSES.**

(1) Commissioned officers shall be appointed to serve during the pleasure of the President, but not to exceed six months after the termination of the war. There shall be allowed not more than one officer in the grade of lieutenant commander; and not more than 35 officers in the grade of lieutenant. The number of officers in the grade of lieutenant (junior grade) shall not exceed 35 per centum of the total number of commissioned officers in the Women's Reserve. The class designation for officers and midshipmen shall be "W-V(S), USNR".

(2) The enlisted personnel shall be assigned such appropriate ratings corresponding to those of the Regular Navy as may be prescribed by the Chief of Naval Personnel. Minors may be enlisted only with the consent of the parent or guardian.

(3) The class designations for enlisted personnel shall be as follows:

(a) Class V-9.—Women enlisted as apprentice seamen for training preliminary to appointment as Midshipmen, W-V(S), U. S. Naval Reserve, and further training for commission as Ensign, W-V(S), U. S. Naval Reserve.

(b) Class V-10.—Women enlisted for service in the naval establishment ashore.

(4) The quotas of officers and enlisted personnel to be procured shall be prescribed by the Chief of Naval Personnel.

H-12302. DUTIES.

(1) Members of the Women's Reserve shall be restricted to the performance of shore duty only within the Continental limits of the United States and shall not be assigned to duty on board vessels of the Navy or in combat aircraft.

(2) Officers and enlisted personnel will be trained for the following duties and such other duties as may be prescribed from time to time:

(a) Communications: Various communication duties including coding, cryptanalysis, and operation of communication service.

(b) Administration: Various administrative duties including those of a confidential nature.

(c) Technical Duties: Various technical duties, including those performed by laboratory and other technicians, and research and analytical duties.

(3) The members of the Women's Reserve shall not be used to replace Civil Service personnel employed in the naval establishment.

H-12303. QUALIFICATIONS FOR APPOINTMENT.

(1) For appointment as an officer, the applicant must be a citizen of the United States or its insular possessions, between the ages of 20 and 50 years.

(2) Candidates must possess a baccalaureate degree from an accredited university or college, or in lieu thereof, must have completed successfully two years' work in an accredited university or college normally leading to a degree, and in addition, have not had less than two years' professional or business experience.

(3) Applicants must be of good moral character and be able to pass such physical examination as may be prescribed by the Bureau of Medicine and Surgery.

H-12304. QUALIFICATIONS FOR ENLISTMENT.

(1) For enlistment an applicant must be a citizen of the United States or its insular possessions, not less than 20 years of age. The upper age limit shall be as prescribed by the Chief of Naval Personnel from time to time.

(2) Applicant must be a graduate of high school or business school, or have technical training or experience appropriate to rating.

(3) Applicants must be of good moral character and be able to pass such physical examination as may be prescribed by the Bureau of Medicine and Surgery.

H-12305. ADDITIONAL REQUIREMENTS TO BE PRESCRIBED BY CHIEF OF NAVAL PERSONNEL.

(1) The Chief of Naval Personnel may prescribe such additional requirements from time to time as he may deem appropriate for the procurement, training, and administration of the Women's Reserve.

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